

# East Greenwich Housing Authority Board of Commissioners

## Regular Meeting

Monday, January 9, 2023 5:30PM

EG Housing Authority Administrative Office 146 First Avenue, East Greenwich, RI 02818

Hybrid In Person Remote via Zoom

### Agenda

- Chair calls meeting to order and roll call is taken
  - **Note: Two members of the EGHA Board will be participating remotely with renewed OMA Compliant waivers**
- Public Comment
- Quarterly Financial & Audit Review (For Discussion)
  - Judy Kerkhoff, Accounting & Contracting Manager
- Approval of Minutes (For vote)
  - December 12, 2022 (Regular Meeting)
- Monthly Management Report De (For discussion)
  - Update on Occupancy & Rental income
- Elections (For Vote)
  - Chair Cynthia White Overton, Nominated
  - Vice Chair Ruth Feder, Nominated
- Review of EGHA By-Laws (For Discussion & Possible Vote)
- Annual Policy Changes (For Vote)
  - SS Tenant Selection/House Rules
  - 2023 CAP FUND
  - ACOP and Admin policies will be next month
- HUD Request for an Independent Entity (IE) for EG owned/managed properties (For Discussion)
  - Attorney Marcus follow-up
- Executive Director Update (For Discussion)
  - Narcan Training
  - Tenant Update
  - FSS Awards for 2022
  - Thank you from SS Tenant
- Adjourn (For Vote)

**The next meeting is scheduled for February 13, 2023, at 5:30pm**

Members of the public wishing to access the meeting virtually, should contact the executive director, Tracy Johnson, at [tjohnson@eghousing.com](mailto:tjohnson@eghousing.com) or call (401) 885-2610 ext. 13 in advance of the meeting. If you are having technical difficulties logging in, please call (401) 589-1928. Posted on January 5, 2023, at the EGHA Administrative Office, Shoreside Apts., EGHA website , RI SOS website



**EAST GREENWICH HOUSING AUTHORITY**  
**Profit & Loss Budget Performance**  
October through December 2022

	<u>Oct - Dec 22</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
70500 · Total Rental Revenue		
70300 · Tenant Rent Payments		
71520 · Fraud Recovery/Unpaid Electric		500
71530 · Late Rent Fees	300	125
70300 · Tenant Rent Payments - Other	25,780	31,833
Total 70300 · Tenant Rent Payments	26,080	32,458
70350 · PH Admin Fee	25,620	25,000
70400 · Tenant revenue - other		450
70410 · Excess Utility Fees		50
Total 70500 · Total Rental Revenue	51,700	57,958
70600 · HUD PHA operating grants		
70611 · Operating Subsidy	69,630	51,497
Total 70600 · HUD PHA operating grants	69,630	51,497
70610 · Capital Grants		
70613 · Capital Fund Grant Revenue		17,008
Total 70610 · Capital Grants		17,008
70800 · Other Grants (FSS, CDBG etc.)	12,003	18,017
71100 · Investment income-unrestricted		
71110 · Interest Earned Income	55	75
Total 71100 · Investment income-unrestricted	55	75
71500 · Other revenue		
70700 · FEE Revenue		
70710 · Property Management Fee		
600 · EGHA 2880 SCT&41-45 M Rent&Mgt	43,544	66,653
710.03 · Cove, Property Mgmt Fee	205,000	205,000
710.04 · HP1, EGHA Maintenance	720	2,375
710.05 · HP1, Property Mgmt Fee	873	1,306
710.06 · LB, Property Mgmt Fee	1,650	1,650
710.07 · Regal, Tax Mgr. Specialist	2,500	2,500
710.08 · Regal, EGHA Maintenance	13,420	6,375
710.09 · Regal, Property Mgmt Fee		
710.11 · Regal Resident Services	1,470	1,365
710.2 · Regal Bookkeeping	1,200	1,200
710.09 · Regal, Property Mgmt Fee - Other	6,481	5,825
Total 710.09 · Regal, Property Mgmt Fee	9,151	8,390
Total 70710 · Property Management Fee	276,858	294,249
70712 · Services to other Housing Auth.	150	
70750 · Other Fees		
750.01 · FSS Management Fee	10,824	10,824
Total 70750 · Other Fees	10,824	10,824
Total 70700 · FEE Revenue	287,832	305,073
71510 · Laundry Income		500

**EAST GREENWICH HOUSING AUTHORITY**  
**Profit & Loss Budget Performance**  
October through December 2022

	<u>Oct - Dec 22</u>	<u>Budget</u>
<b>71550 · Donations - Tenant Events</b>		
<b>715WH · Winter Holiday Event Donations</b>	2,190	500
<b>Total 71550 · Donations - Tenant Events</b>	<u>2,190</u>	<u>500</u>
<b>Total 71500 · Other revenue</b>	290,022	306,073
<b>Total Income</b>	<u>423,410</u>	<u>450,628</u>
<b>Gross Profit</b>	423,410	450,628
<b>Expense</b>		
<b>97825 · Misc Expense</b>		
<b>91000 · Total Operating-Admin</b>		
<b>91010 · Salaries</b>		
010.02 · A700, Cove ADMIN - Fee	18,978	13,000
010.03 · A700, FSS Tenant Services	16,805	15,230
010.04 · A700, PHA Admin	65,600	55,994
010.05 · A700, Section 8 Admin	18,273	16,034
010.09 · Acctnt - Payroll Clearing		
010.10 · M100 EGHA Maintenance		
812 · EGHA PH Garage	898	
811 · EGHA Fee Maint 41-45 Marlboroug	648	
010.10 · M100 EGHA Maintenance - Other	8,337	22,647
<b>Total 010.10 · M100 EGHA Maintenance</b>	<u>9,883</u>	<u>22,647</u>
010.11 · M200 Fee Maintenance	9,524	5,684
010.12 · M300 Cove Fee Maintenance	16,569	17,504
<b>Total 91010 · Salaries</b>	<u>155,632</u>	<u>146,093</u>
91200 · Auditing fees	7,625	1,785
91400 · Board Commissioner Expense	63	250
<b>91500 · EE benefit contrib- admin</b>		
91135 · Vacation/Sick Time Buyback	12,365	2,244
91509 · Payroll Taxes	12,510	12,087
91510 · 414H2 'TIAA-CREF' Retirement ER	1,397	1,385
91511 · RISERS 'MERS' Retirement	14,901	15,585
91512 · Medical Insurance	15,607	27,754
91513 · Dental Insurance	848	1,437
<b>Total 91500 · EE benefit contrib- admin</b>	<u>57,628</u>	<u>60,492</u>
<b>91600 · Other Operating - Admin</b>		
<b>91610 · Legal Expense</b>		
840 · Legal FEE		
840.1 · Legal FEE 2880 SCT	1,109	
840.3 · Legal FEE 41-45 Marlborough	144	
840 · Legal FEE - Other		2,500
<b>Total 840 · Legal FEE</b>	<u>1,253</u>	<u>2,500</u>
91610 · Legal Expense - Other	3,125	3,750
<b>Total 91610 · Legal Expense</b>	<u>4,378</u>	<u>6,250</u>
<b>91635 · Office Expense</b>		
91637 · Licenses & Permits		100

**EAST GREENWICH HOUSING AUTHORITY**  
**Profit & Loss Budget Performance**  
October through December 2022

	<b>Oct - Dec 22</b>	<b>Budget</b>
91638 · Postage & Delivery	1,285	1,250
91640 · Office Supplies & Equipment Exp	2,249	2,500
91660 · Bank Fees & POS Fees	-50	13
91670 · Telephone, Internet Expense	2,618	2,030
91680 · Advertising, Public Notices	615	250
91690 · Publications, Memberships	98	1,750
<b>Total 91635 · Office Expense</b>	<b>6,815</b>	<b>7,893</b>
91800 · Travel		250
<b>Total 91600 · Other Operating - Admin</b>	<b>11,193</b>	<b>14,393</b>
91900 · Other Admin Expenses		
91620 · Accounting	5,685	5,685
91625 · Human Resource Materials		
91630 · IT and Software	5,716	7,000
91645 · Payroll Service Fee	424	405
91650 · Training & Conferences	258	1,250
<b>Total 91900 · Other Admin Expenses</b>	<b>12,083</b>	<b>14,340</b>
<b>Total 91000 · Total Operating-Admin</b>	<b>244,224</b>	<b>237,353</b>
92500 · Total Tenant Services		
92210 · Moving&Storage-TenantEvictions		125
92400 · Tenant expenses - other	231	500
92700 · Tenant Event Expense		
927 · Poster Contest Expenses	9	
927ME · Miscellaneous Events Expense		200
927WH · Winter Holiday Events Expense	419	1,000
<b>Total 92700 · Tenant Event Expense</b>	<b>428</b>	<b>1,200</b>
<b>Total 92500 · Total Tenant Services</b>	<b>659</b>	<b>1,825</b>
93000 · Total Utilities		
93200 · Electricity		
831 · Elec FEE 2880 SCT Heat&AC	1,444	
93202 · Electric, Garage		
832.1 · Elec PH Garage	48	
832.2 · Elec FEE Garage	48	
<b>Total 93202 · Electric, Garage</b>	<b>96</b>	
93201 · Electricity, Office	541	757
93222 · PH Utility Allowance Pmts	849	454
93200 · Electricity - Other	686	4,540
<b>Total 93200 · Electricity</b>	<b>3,616</b>	<b>5,751</b>
93300 · Gas		
93301 · Gas, Office	381	402
93302 · Gas, Fee	763	
93300 · Gas - Other	11,312	13,848
<b>Total 93300 · Gas</b>	<b>12,456</b>	<b>14,250</b>
93400 · Sewer		
833 · Sewer FEE		

**EAST GREENWICH HOUSING AUTHORITY**  
**Profit & Loss Budget Performance**  
October through December 2022

	<u>Oct - Dec 22</u>	<u>Budget</u>
833.2 · Sewer FEE 2880 SCT	3,180	
833.3 · Sewer FEE-41-45 Marlborough	486	
833 · Sewer FEE - Other		1,492
Total 833 · Sewer FEE	3,666	1,492
93400 · Sewer - Other	11,086	6,758
Total 93400 · Sewer	14,752	8,250
93500 · Water		
835 · Water-FEE		
834 · Water FEE 2880 SCT	883	
835.1 · Water-FEE 2 Olson's Way	17	
835.3 · Water FEE-41-45 Marlborough	100	
835 · Water-FEE - Other		703
Total 835 · Water-FEE	1,000	703
93500 · Water - Other	3,850	3,047
Total 93500 · Water	4,850	3,750
93800 · Other utilities expense		
93802 · Other Utility, Garage		250
Total 93800 · Other utilities expense		250
Total 93000 · Total Utilities	35,674	32,251
94000 · Maintenance Costs		
94200 · Materials for Maintenance		
890 · Materials FEE		
890.1 · Materials FEE-2 Olson's Way	75	
890.2 · Materials FEE-2880 SCT	18	
890.3 · Materials FEE-41-45 Marlborough		
890 · Materials FEE - Other		500
Total 890 · Materials FEE	93	500
94230 · Fire Extinguishers		100
94240 · Vehicle Maintenance		
94241 · Gasoline		900
94242 · Vehicle Repairs & Maintenance	225	1,250
Total 94240 · Vehicle Maintenance	225	2,150
94200 · Materials for Maintenance - Other	11,682	3,250
Total 94200 · Materials for Maintenance	12,000	6,000
94300 · Outside Maintenance Contractors		
300.01 · Electrical	2,538	1,000
300.02 · Extermination	1,526	625
300.03 · Heating & Cooling	1,510	1,250
300.04 · Janitorial	25	
300.05 · Landscape/Grounds	8,789	4,750
300.06 · On Call Routine Maintenance	1,378	3,250
300.07 · Plumbing	845	750
300.08 · Snow Removal	6,554	
300.09 · Trash Removal	2,526	2,375

**EAST GREENWICH HOUSING AUTHORITY**  
**Profit & Loss Budget Performance**  
October through December 2022

	<u>Oct - Dec 22</u>	<u>Budget</u>
300.10 · Unit Turnaround		7,500
300.11 · Will-Call Misc		
860 · Will Call FEE 2880 SCT	185	
863 · Will-Call FEE 41-45 Marlborough	103	
300.11 · Will-Call Misc - Other	2,405	6,250
Total 300.11 · Will-Call Misc	2,693	6,250
94300 · Outside Maintenance Contractors - Other		
Total 94300 · Outside Maintenance Contractors	28,384	27,750
Total 94000 · Maintenance Costs	40,384	33,750
96100 · Insurance premiums	17,858	22,753
96300 · Payments in lieu of taxes		550
96400 · Bad debt - tenant rents		500
96700 · Interest expense - total		
96710 · Mortgage interest expense		
867 · Mort Int; FEE 2880 SCT	8,295	8,975
Total 96710 · Mortgage interest expense	8,295	8,975
Total 96700 · Interest expense - total	8,295	8,975
99999 · Review with Accountant		
Total Expense	347,094	337,957
Net Ordinary Income	76,316	112,671
Other Income/Expense		
Other Expense		
97100 · Extraordinary maintenance		33,750
99899 · Clearing Account		
Total Other Expense		33,750
Net Other Income		-33,750
Net Income	76,316	78,921



*Ronald Carmark*

*Certified Public Accountant*

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**HOUSING AUTHORITY OF THE TOWN OF  
EAST GREENWICH, RHODE ISLAND**

**FINANCIAL STATEMENTS AND SUPPLEMENTAL DATA  
WITH INDEPENDENT AUDITOR'S REPORT  
FOR THE YEAR ENDED JUNE 30, 2021**





**HOUSING AUTHORITY OF THE TOWN OF  
EAST GREENWICH, RHODE ISLAND**

**FINANCIAL STATEMENTS AND SUPPLEMENTAL DATA  
WITH INDEPENDENT AUDITOR'S REPORT  
FOR THE YEAR ENDED JUNE 30, 2021**

**HOUSING AUTHORITY OF THE TOWN OF  
EAST GREENWICH, RHODE ISLAND**

**FINANCIAL STATEMENTS AND SUPPLEMENTAL DATA  
JUNE 30, 2021**

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## **Independent Auditor's Report**

To the Board of Commissioners  
Housing Authority of the Town of East Greenwich  
East Greenwich, Rhode Island

### **Report on the Basic Financial Statements**

I have audited the accompanying basic financial statements of the Housing Authority of the Town of East Greenwich, which comprise the statement of net position as of June 30, 2021, and the related statements of revenues, expenses and changes in net position, and cash flows for the year then ended, and the related notes to the basic financial statements.

### **Management's Responsibility for the Basic Financial Statements**

Management is responsible for the preparation and fair presentation of these basic financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

My responsibility is to express an opinion on these basic financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Authority's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, I express no such opinion.

To the Board of Commissioners  
Housing Authority of the Town of East Greenwich  
East Greenwich, Rhode Island

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### **Opinion**

In my opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of Housing Authority of the Town of East Greenwich as of June 30, 2021, and changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Report on Supplementary Information**

My audit was performed for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying supplementary information includes the combining statement of net assets - financial data schedule, the combining statement of revenues and expenses - financial data schedule, as required by the U.S. Department of Housing and Urban Development and the schedule of expenditures of federal awards as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance), *Audits of States, Local Governments, and Non-Profit Organizations*, and are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*. In my opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements taken as whole.

To the Board of Commissioners  
Housing Authority of the Town of East Greenwich  
East Greenwich, Rhode Island

**Report Issued in Accordance with *Government Auditing Standards***

In accordance with *Government Auditing Standards*, I have also issued a report dated August 24, 2022 on my consideration of the Housing Authority of the Town of East Greenwich's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters.

The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. The report is an integral part of an audit performed in accordance with government auditing standards in considering the Authority's internal control over financial reporting and compliance.

**Other Matter**

The Management's Discussion and Analysis on pages 4-7 is not a required part of the basic financial statements but is information required by the Governmental Accounting Standards Board. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required information. However, I did not audit the information and express no opinion on it.

Ronald Carmark, CPA

Rumford, Rhode Island  
August 24, 2022

# **HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2021**

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As management of the Housing authority of the Housing Authority of the Town of East Greenwich we offer readers of the Authority's financial statements this narrative overview and analysis of the financial activities of the Authority for the year ended June 30, 2021. We encourage readers to consider the information presented here in conjunction with the Authority's financial statements.

### **FINANCIAL HIGHLIGHTS**

This report includes the properties owned by the Housing Authority.

The assets of the Authority exceeded its liabilities at the close of the most recent fiscal year by \$4,608,973.

The Authority's unrestricted cash balance at June 30, 2021 was \$2,161,920 representing an increase of \$316,372 from June 30, 2020.

The Authority received intergovernmental revenues of \$1,607,829 from HUD operating grants for the year ended June 30, 2021. A decrease of \$112,993 from the previous year. This was mostly due to a slight decrease in HAP funding under the Section 8 Program.

The increase in fixed asset was for a new automatic door.

### **OVERVIEW OF THE FINANCIAL STATEMENTS**

The financial statements included in this annual report are those of a special-purpose government engaged only in a business-type activity. The following statements are included:

Statement of Net Position - reports the Authority's current financial resources (short-term spendable resources) with capital assets and long-term debt obligations.

Statement of Revenues, Expenses and Changes in Fund Net Position - reports the Authority's operating and non-operating revenues, by major source along with operating and non-operating expenses and capital contributions.

Statement of Cash Flows - reports the Authority's cash flows from operating, investing, capital and non-capital activities.

# HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND

## MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2021 (CONTINUED)

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data.

Comparative Balance Sheet at June 30, 2021 and 2020:

	<u>2021</u>	<u>2020</u>	<u>CHANGE</u>
Current and other assets	\$ 2,724,841	\$ 2,427,246	\$ 297,595
Capital assets	3,215,864	3,269,676	(53,812)
Deferred outflow of resources	154,667	170,936	(16,269)
Total assets and deferred outflow of resources	<u>6,095,372</u>	<u>5,867,858</u>	<u>227,514</u>
Current liabilities	89,175	94,534	(5,359)
Long-term liabilities	1,317,075	1,343,844	(26,769)
Deferred inflow of resources	80,149	83,323	(3,174)
Total liabilities and deferred inflow of resources	<u>1,486,399</u>	<u>1,521,701</u>	<u>(35,302)</u>
Net assets invested in capital assets	3,215,864	3,269,676	(53,812)
Restricted net assets	52,467	16,383	36,084
Unrestricted net assets	1,340,542	1,060,098	280,444
Total net assets	<u>\$ 4,608,973</u>	<u>\$ 4,346,157</u>	<u>\$ 262,716</u>

The increase in current assets is mainly due an increase of cash.

Long-term liabilities decreased due to mostly to a decrease in F.S.S. Escrow.

# HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND

## MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2021 (CONTINUED)

### FINANCIAL ANALYSIS OF THE AUTHORITY

Comparative statement of revenues and expenses for the years ended June 30, 2021 and 2020:

	<u>2021</u>	<u>2020</u>	<u>NET CHANGE</u>
Revenue:			
Tenant rental revenue	\$ 78,744	\$ 118,437	\$ (39,693)
HUD PHA Grants	1,607,829	1,720,822	(112,993)
Other revenue	1,202,316	1,197,563	4,753
Total revenue	<u>2,888,889</u>	<u>3,036,822</u>	<u>(147,933)</u>
Operating expenses:			
Administration	875,522	808,842	66,680
Tenant services	2,505	26,581	(24,076)
Utilities	124,371	110,613	13,758
Maintenance	302,317	401,662	(99,345)
Other general	80,858	89,334	(8,476)
Housing assistance payments	1,143,478	1,181,147	(37,669)
Depreciation	58,579	105,111	(46,532)
Interest	34,898	35,802	(904)
Casualty loss	3,545		3,545
Total expenses	<u>2,626,073</u>	<u>2,759,092</u>	<u>(133,019)</u>
Excess revenues over expenses	262,816	277,730	(14,914)
Net assets - beginning	4,346,157	4,068,427	
Prior period adjustment	0	0	
Net assets - ending	<u>\$ 4,608,973</u>	<u>\$ 4,346,157</u>	



# HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND

## MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2021 (CONTINUED)

Total HUD PHA Grants for the Authority a decreased by \$112,993 due mostly to a decrease in HUD Operating Grants due to an increase in Section 8 income.

Expenses decreased by \$133,019 due mostly to a decrease in housing assistance payments.

### **BUDGETS**

The Authority adopts a consolidated annual operating budget for all programs. The budget for Low Rent Housing is adopted on the basis of accounting practices prescribed by the U.S. Department of Housing and Urban Development, which differ in some respects from generally accepted accounting principles. Program budgets for the Housing Assistance Payments (HAP) funds are approved by the U.S. Department of Housing and Urban Development on a basis consistent with the grant applications covering HAP Programs.

### **CAPITAL ASSET AND DEBT ADMINISTRATION**

#### *Capital Assets*

Major capital asset additions for the year ended June 30, 2021 was for a new automatic door. The following table summarizes the change in capital assets between fiscal years 2021 and 2020:

	<u>2021</u>	<u>2020</u>	<u>Net Change</u>
Land	\$ 846,666	\$ 846,666	\$ 0
Building & improvements	5,008,604	5,008,604	0
Equipment	214,186	209,419	4,767
Total	6,069,456	6,064,689	4,767
Accumulated depreciation	(2,853,592)	(2,795,013)	(58,579)
Net capital assets	<u>\$ 3,215,864</u>	<u>\$ 3,269,676</u>	<u>\$ (53,812)</u>

# **HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND**

## **MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2021 (CONTINUED)**

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### *Debt*

The Authority has borrowed \$960,448 to finance the construction of ten affordable housing units during the year ended June 30, 2015. The balance has been reduced to \$848,942.

### **BALANCES AND TRANSACTION OF FUNDS**

The Authority's net assets are committed to the funds in which they were created. All funds have some restrictions placed upon their net assets. Low-Rent Public Housing's net assets are designated for operations, major repairs and capitalized improvements not provided by Capital Fund Programs.

### **CONTACTING HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH**

This financial statement is designed to provide a general overview of the Housing Authority of the Town of East Greenwich's finances and to demonstrate accountability for the money that it receives. Requests for information should be directed to Tracy Johnson, Executive Director, 146 First Avenue, East Greenwich, Rhode Island 02818. The telephone number of the Authority is 401-885-2610.

**HOUSING AUTHORITY OF THE TOWN OF  
EAST GREENWICH, RHODE ISLAND**

**STATEMENT OF NET POSITION  
JUNE 30, 2021**

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**ASSETS**

**CURRENT ASSETS:**

Cash and cash equivalents	\$ 2,161,920
Restricted cash and cash equivalents	144,966
Accounts receivable	2,953
Accounts receivable - nonoperating	321,712
Prepaid expenses	29,928
<b>Total current assets</b>	<b><u>2,661,479</u></b>

**FIXED ASSETS:**

Land, structures and equipment	6,069,456
Less accumulated depreciation	<u>(2,853,592)</u>
<b>Net land, structures and equipment</b>	<b><u>3,215,864</u></b>

**OTHER ASSETS:**

Investment in joint venture	<u>63,362</u>
<b>Total other assets</b>	<b><u>63,362</u></b>

**DEFERRED OUTFLOW OF RESOURCES:**

Deferred amount on pensions and refunding	<u>154,667</u>
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<b>Total assets and deferred outflow of resources</b>	<b><u>\$ 6,095,372</u></b>
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**LIABILITIES AND NET ASSETS**

**CURRENT LIABILITIES:**

Current portion of long-term debt	\$ 21,855
Accounts payable	14,019
Accrued liabilities	37,530
Tenant security deposits	14,578
Unearned revenue	<u>1,193</u>
<b>Total current liabilities</b>	<b><u>89,175</u></b>

**HOUSING AUTHORITY OF THE TOWN OF  
EAST GREENWICH, RHODE ISLAND**

STATEMENT OF NET POSITION  
JUNE 30, 2021 (CONTINUED)

**NON CURRENT LIABILITIES:**

FSS Escrow	\$ 92,399
Compensated absences	49,307
Long-term debt	827,087
Accrued pension liability	348,282
<b>Total noncurrent liabilities</b>	<u>1,317,075</u>

<b>Total liabilities</b>	<u>1,406,250</u>
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**DEFERRED INFLOW OF RESOURCES:**

Deferred amount on pensions and refunding	<u>80,149</u>
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**NET ASSETS:**

Invested in capital assets, net of related debt	3,215,864
Unrestricted net assets	52,567
Restricted net assets	1,340,542
<b>Total net assets</b>	<u>4,608,973</u>

<b>Total liabilities, deferred inflow of resources and net assets</b>	<u><u>\$ 6,095,372</u></u>
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The notes to financial statements are an integral part of the financial statements.

# HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND

## STATEMENT OF INCOME, EXPENSES AND CHANGES IN NET POSITION FOR THE YEAR ENDED JUNE 30, 2021

### Operating Revenue:

Tenant rentals	\$ 78,744
H.U.D. P.H.A. Operating Grants	1,607,829
Miscellaneous income	1,201,963
<b>Total operating revenue</b>	<u>2,888,536</u>

### Operating expenses:

Administration	875,522
Tenant services	2,505
Utilities	124,371
Ordinary maintenance and operations	302,317
General expense	80,858
Housing Assistance Payments	1,143,478
Depreciation	58,579
<b>Total operating expenses</b>	<u>2,587,630</u>

<b>Total operating profit(loss) before other income and (expenses)</b>	<u>300,906</u>
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### Other income and (expenses):

Casualty loss	(3,545)
Interest expense	(34,898)
Investment income - unrestricted	353
<b>Total other income and (expenses)</b>	<u>(38,090)</u>

<b>Change in net assets</b>	262,816
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<b>Net assets at beginning of year</b>	4,346,157
<b>Net assets at end of year</b>	<u><u>\$ 4,608,973</u></u>

The notes to financial statements are an integral part of the financial statements.

**HOUSING AUTHORITY OF THE TOWN OF  
EAST GREENWICH, RHODE ISLAND**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2021**

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**Cash flows from operating activities:**

Cash received from tenants	\$ 80,189
Cash received from H.U.D. operating grants	1,607,435
Cash received from miscellaneous income	1,188,668
Cash paid for administration expenses	(803,790)
Cash paid for tenant services	(2,505)
Cash paid for utilities	(146,422)
Cash paid for maintenance	(321,102)
Cash paid for general expenses	(84,100)
Cash paid for housing assistance payments	<u>(1,143,478)</u>

<b>Net cash flows from operating activities</b>	<u>374,895</u>
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**Cash flows from capital and related financial activities:**

Receipt of P.H.A. Capital Grants	0
Repayment on long-term debt	(20,517)
Purchase of capital assets	(4,767)
Interest paid on capital debt	<u>(34,898)</u>

<b>Net cash flow provided (used) by capital and related financial activities</b>	<u>(60,182)</u>
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**Cash flows from investing activities:**

Receipt of interest	<u>353</u>
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<b>Net change in cash</b>	315,066
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<b>Cash and cash equivalents at beginning of year</b>	<u>1,991,820</u>
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<b>Cash and cash equivalents at end of year</b>	<u><u>\$ 2,306,886</u></u>
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**HOUSING AUTHORITY OF THE TOWN OF  
EAST GREENWICH, RHODE ISLAND**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2021 (CONTINUED)**

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**Reconciliation of operating income (loss) to net cash flows from operating activities:**

Operating income (loss)	\$ 300,906
Add depreciation expense	58,579
(Increase)/Decrease in current assets:	
Accounts receivable	1,073
Prepaid expenses	(3,242)
Inventory	19,640
Increase/(Decrease) in current liabilities:	
Accounts payable	7,039
Accrued liabilities	(20,190)
Tenant security deposits	814
Prepaid rent	1,193
Increase/(Decrease) in noncurrent liabilities affecting operating activities:	
Accrued compensated absences	(1,214)
FSS escrow payable	(37,490)
Accrued pension	<u>47,787</u>
 <b>Net cash flows from operating activities</b>	 <b>\$ <u>374,895</u></b>

The notes to financial statements are an integral part of the financial statements.

# HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021

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### **Note 1 - Summary of Significant Accounting Policies**

Organization - The Housing Authority of the Town of East Greenwich (The Authority) was organized in accordance with the housing statutes of the State of Rhode Island. The Authority was organized to provide low-income housing in accordance with rules and regulations prescribed by the United States Department of Housing and Urban Development. The governing body of the Authority consists of a Chairperson and a Board of Commissioners. The Authority is not considered a component unit of the town.

The Authority's assets, liabilities, net assets and results of operations are included in its enterprise fund with all funds reporting utilizing the proprietary method of reporting and are segregated by program activity as follows:

Business Activities - The Housing Authority acts as a property manager for various landlords, earning a management fee for administering housing units. The Authority is also involved in a joint venture as a partner in Housing Partnership I, which operates an apartment building, for which the Authority receives a management fee.

Low Rent Housing Program - The Low Rent Housing Program is designed to provide subsidized housing to low income residents. Under the Low Rent Housing Program, the Authority owns and operates 28 public housing units. The Authority receives revenue from dwelling rental income and operating subsidy provided by United States Department of Housing and Urban Development (HUD). Capital grants, funded by HUD, are used for demolition, new construction and to improve the physical condition, management, and operation of existing public housing.

Housing Choice Voucher (Section 8) Programs - The Housing Authority is authorized to administer the leasing of 114 available units if HUD funds are available in these traditional Section 8 Programs, which establish partnerships between the Authority and private housing providers throughout the Town. However, because of availability of units and funds, the Authority only averaged 127 units under the program. An Annual Contributions Contract with HUD funds the operation of the Housing Choice Voucher Program. The contract provides appropriations for housing assistance. The Authority earns administrative fees from HUD for facilitating and managing the Housing Choice Voucher Program, from which the Housing Authority pays administrative costs.



# HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 (CONTINUED)

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### **Note 1 - Summary of Significant Accounting Policies (continues)**

Capital Fund Program - The Capital Fund Program provides funds, annually, to public housing authorities for capital and management activities, including modernization and development of public housing.

Reporting Entity - In evaluating the Housing Authority of the Town of East Greenwich as a reporting entity, management has addressed all potential component units for which the Authority may or may not be financially accountable and, as such, be includable within the Authority's financial statements. In accordance with GASB Statement #14, the Authority is required to consider other entities for which the nature and significance of their relationship are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Therefore, the financial statements of the Authority combine in addition to its Low Income Housing Assistance Program, a Section 8 Housing Choice Voucher Program, and a Public Housing Capital Fund Program. These programs are financed by HUD. Also, included are business activities. A breakdown of these activities can be found on the financial data schedule.

Basis of Accounting - The Housing Authority utilizes the accrual basis of accounting. For financial reporting purposes the Authority follows the pronouncements of the Government Accounting Standard Board. In accordance with GASB Statement No. 20, in the absence of specific guidance from GASB pronouncements, pronouncements of the Financial Accounting Standard Board issued on or before November 30, 1989 have been followed.

GASB Statement Number 20 and Number 34 provide the option of electing to apply FASB pronouncements issued after November 30, 1989. The Authority has elected to apply those pronouncements, except for those that conflict with or contradict GASB pronouncements.

Income Taxes - The Housing Authority of the Town of East Greenwich is a non-profit corporation and is not subject to federal and state income taxes.

Cash and Cash Equivalents - Cash for cash flow purposes, is cash on hand and in bank accounts, repurchase agreements and money market accounts with a maturity of three months or less.

# HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 (CONTINUED)

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### **Note 1 - Summary of Significant Accounting Policies (continues)**

Revenue Recognition - Federal operating grants received during the year are recorded as income when the earnings process is complete. Federal capital grants disbursed for the acquisition and/or construction of capital assets or transferred to operations are recorded as grant income on the combined statement of revenues, expenditures and changes in equity balance.

The Housing Authority enters into standard leases with its residents for a period not to exceed one year and recognizes rental and related income at the beginning of the month. Tenant accounts receivable represents amounts owing by residents as a result of these transactions. Other income is recorded as it is earned. Payroll and administrative expenses are allocated based on specific identifications.

Use of Estimates - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Capital Assets - Capital assets are stated at cost. Ordinary maintenance and repair expenses are charged directly to operations as incurred. Depreciation is computed using the straight-line method over the estimated useful lives of the respective assets. Upon retirement or other disposition of capital assets the cost and related depreciation are removed from the program accounts. Any gain or loss is included in the Program's current year operations. The Authority defines capital assets with an initial cost of more than \$500 and an estimated life of at least three years.

Prepaid Expenses - Prepaid expenses represent amounts paid as of year-end whose recognition is postponed to the future periods they will benefit. Prepaid expenses consist primarily of prepayments for insurance, and other charges.

Accrued Compensated Absences - The Housing Authority records accumulated unpaid vacation and sick leave and associated employee-related costs as the benefits accrue to the employee.

**HOUSING AUTHORITY OF THE TOWN OF  
EAST GREENWICH, RHODE ISLAND**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021 (CONTINUED)**

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**Note 1 - Summary of Significant Accounting Policies (continues)**

Investments - Investments are stated at fair value as required by GASB Statement No. 31. Short-term investments are valued at cost which approximates fair value.

Pensions - In accordance with GASB #68, for purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Municipal Employees' Retirement System (MERS) of Rhode Island and additions to/deductions from MERS' fiduciary net position have been determined on the same basis as they are reported by MERS. For this purposes, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Subsequent Events - The Housing Authority has evaluated events through August 24, 2022; which is the date the financial statements were available to be issued.

**Note 2 - Accrued Liabilities**

At June 30, 2021, accrued liabilities consisted of the following:

Payroll and payroll taxes	\$ 6,734
Compensated absences (current portion)	21,132
Other	9,664
<b>Total</b>	<b>\$ <u>37,530</u></b>

# HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 (CONTINUED)

### Note 3 - Capital Assets

Capital assets consisted of the following at June 30, 2021:

		<u>Estimated Useful Life</u>
Land	\$ 846,666	
Buildings & building improvements	5,008,604	15 to 40 years
Furniture, equipment & machinery	214,186	3 to 7 years
	<u>6,069,456</u>	
Less: accumulated depreciation	<u>(2,853,592)</u>	
<b>Total</b>	<b>\$ <u>3,215,864</u></b>	

### Note 4 - Cash and Cash Equivalents and Investments

Cash and cash equivalents at June 30, 2021 are reported at fair market value and consists of the following:

Checking and Demand Deposits      \$ 2,306,886

The above investments are Category 1 investments, as the interest bearing accounts are insured by the FDIC up to \$250,000 and collateralization agreements are in place for the balances above \$250,000. As of June 30, 2021, \$2,056,776 were subject to custodial credit risk.

The Housing Authority's investment are categorized to give an indication of the level of risk assumed by the Housing Authority at fiscal year-end. The categories are described as follows:

Category 1 - Insured or registered, or securities held by the Housing Authority or its agent in the Housing Authority's name. Total amount FDIC coverage for the checking and demand deposits was \$250,000.

Category 2 - Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the Housing Authority's name.

# HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 (CONTINUED)

### **Note 4 - Cash and Cash Equivalents and Investments (continues)**

Category 3 - Uninsured and unregistered, with securities held by the counterparty, or its trust department or agent but not in the Housing Authority's name.

All investments are category one investments.

### **Note 5 - Changes in Capital Assets**

Changes in capital assets during the year were as follows:

	<u>06/30/2020</u>	<u>Additions</u>	<u>Deletions</u>	<u>06/30/2021</u>
Land	\$ 846,666	\$		\$ 846,666
Building & Improvements	5,008,604			5,008,604
Furniture & Equipment	209,419	4,767		214,186
<b>Total</b>	<b>\$ 6,064,689</b>	<b>\$ 4,767</b>		<b>\$ 6,069,456</b>
Accumulated Depreciation	\$ (2,795,013)	\$ (58,579)		\$ (2,853,592)
Net Fixed Assets	<u>\$ 3,269,676</u>	<u>\$ (53,812)</u>		<u>\$ 3,215,864</u>

### **Note 6 - Budgeting and Budgetary Control**

An annual budget is adopted on a basis consistent with generally accepted accounting principles for the general fund and all the other programs. The budget is approved by the Board of Commissioners. The funding portion of the federal budget known as Performance Funding Reports are submitted to and approved by the United States Department of Housing and Urban Development.

# HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 (CONTINUED)

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### Note 7 - Investment in Joint Venture

The Housing Authority is a partner in Housing Partnership I (HPI) which owns a low-rent housing project. The investment in joint venture is accounted for using the equity method.

### Note 8 - Business Activity Fund

The Housing Authority maintains a business activity fund, which is used for programs not related to public housing, such as management of other projects. These programs are designed to be self-sufficient and any costs incurred are charged directly to the programs.

### Note 9 - Restricted Net Assets

HUD provides funds to pay Housing Choice Voucher (HCV) landlords the balance for which tenants are not required to pay because of income limitations. The portion for which the Housing Authority does not pay of the HUD funds received is reflected in the restricted net assets for use in future periods. The balance for HCV for June 30, 2020 was \$16,383 and for June 30, 2021 was \$52,567. The totals for the account was as follows:

	<u>2021</u>
Public Housing	\$ 0
Business Activities (see Note 7)	0
Housing Choice Voucher	<u>52,567</u>
<b>Total</b>	<b>\$ <u>52,567</u></b>

### Note 10 - Long-term Debt

The Authority borrowed a \$960,448 construction/permanent mortgage loan to finance the development of ten affordable housing rental apartments. The mortgage will be 12-month interest only during the construction period at Bank Newport's prime rate plus 0.75%. Thereafter, converting to a 20-year permanent mortgage with repayment based on a 30-year amortization schedule fixed at the 20-year Federal Home Loan Bank subsidized advance rate plus 2.25%.

# HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 (CONTINUED)

### Note 10 - Long-term Debt (continues)

Fiscal Year Ending June 30,	
2022	\$ 21,855
2023	23,925
2024	25,135
2025	26,546
2026	28,300
Thereafter	723,181
<b>Total</b>	<b>\$ 848,942</b>

Long-term debt activity for the year ended June 30, 2020 as follows:

	<u>6/30/20</u>	<u>Additions</u>	<u>Reductions</u>	<u>06/30/21</u>	<u>Amount due within one year</u>
Mortgage payable	\$869,459	\$0	\$(20,517)	\$848,942	\$21,855

### Note 11 - Pension Plan

Plan Description - The Municipal Employees' Retirement System (MERS) - and agent multiple-employer defined benefit pension plan - provides certain retirement, disability and death benefits to plan members and beneficiaries. MERS was established under Rhode Island General Law and placed under the management of the Employee's Retirement System of Rhode Island (ERSRI) Board to provide retirement allowances to employees of municipalities, housing authorities, water and sewer districts, and municipal police and fire persons that have elected to participate. Benefit provisions are subject to amendment by the General Assembly.

MERS issues a publicly available financial report that includes financial statements and required supplementary information. This report may be obtained accessing the ERSRI website at [www.ersri.org](http://www.ersri.org).

# HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 (CONTINUED)

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### **Note 11 - Pension Plan (continues)**

Benefits provided - General employees, police officers and firefighters employed by electing municipalities participate in MERS. Eligible employees become members at their date of employment. Anyone employed by a municipality at the time the municipality joins MERS may elect not to be covered. Elected officials may opt to be covered by MERS. Employees covered under another plan maintained by the municipality may not become members of MERS. Police officers and/or firefighters may be designated as such by the municipality, in which case the special contribution and benefit provisions described below will apply to them, or they may be designated as general employees with no special benefits. Members designated as police officers and/or firefighters are treated as belonging to a unit separate from the general employees, with separate contribution rates applicable.

Salary: Salary includes the member's base earnings plus any payments under a regular longevity or incentive plan. Salary excludes overtime, unused sick and vacation leave, severance pay, and other extraordinary compensation. Certain amounts that are excluded from taxable wages, such as amounts sheltered under a Section 125 plan or amounts picked up by the employer under IRC Section 414(h), are not excluded from salary.

Service: Employees receive credit for service while a member. In addition, a member may purchase credit for certain periods by making an additional contribution to purchase the additional service. Special rules and limits govern the purchase of additional service and the contribution required.

Final Compensation: Prior to July 1, 2012 and for general employee members eligible to retire as of June 30, 2012, the average was based on the member's highest three consecutive annual salaries. Effective July 1, 2012, the average was based on the member's highest five consecutive annual salaries. Once a member retires or is terminated, the applicable FAC will be the greater of the member's highest three year FAC as of July 1, 2012 or the five year FAC as of the retirement/termination date. Monthly benefits are based on one-twelfth of this amount.



# HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 (CONTINUED)

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### **Note 11 - Pension Plan (continues)**

#### ***General employees***

Members with less than five years of contributory service as of June 30, 2012 and members hired on or after that date are eligible for retirement on or after their Social Security normal retirement age (SSNRA).

Members who had at least five years of contributory service as of June 30, 2012 will be eligible for retirement at an individually determined age. This age is the result of interpolating between the member's prior Retirement Date, described below, and the retirement age applicable to members hired after June 30, 2012 in (a) above. The interpolation is based on service as of June 30, 2012 divided by projected service at the member's prior Retirement Date. The minimum retirement age is 59.

Members with 10 or more years of contributory service on June 30, 2012 may choose to retire at their prior Retirement Date if they continue to work and contribute until that date. If this option is elected, the retirement benefit will be calculated using the benefits accrued as of June 30, 2012, i.e., the member will accumulate no additional defined benefits after this date, but the benefit will be paid without any actuarial reduction.

Effective July 1, 2015, members will be eligible to retire with full benefits at the earlier of their current Rhode Island Retirement Security Act (RIRSA) date described above or upon the attainment of age 65 with 30 years of service, age 64 with 31 years of service, age 63 with 32 years of service, or age 62 with 33 years of service.

A member who is within five years of reaching their retirement eligibility date and has 20 or more years of service, may elect to retire at any time with an actuarially reduced benefit.

Prior to July 1, 2012, members were eligible for retirement on or after age 58 if they had credit for 10 or more years of service or at any age if they had credit for at least 30 years of service. Members eligible to retire before July 1, 2012 were not impacted by the changes to retirement eligibility above.

# HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 (CONTINUED)

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### **Note 11 - Pension Plan (continues)**

The annual benefit is equal to 2.00% of the member's monthly FAC for each year of service prior to July 1, 2012 and 1.00% of the member's monthly FAC for each year of service from July 1, 2012 through June 30, 2015. For all service after June 30, 2015, the annual benefit is equal to 1.0% per year unless the member had 20 or more years of service as of June 30, 2015 in which case the benefit accrual is 2.0% per year of service after June 30, 2015. The benefit cannot exceed 75% of the member's FAC. Benefits are paid monthly.

#### ***Other benefit provisions***

Death and disability benefits are also provided to members. A member is eligible for a disability retirement provided he/she has credit for at least five years of service or if the disability is work-related. Members are not eligible for an ordinary disability benefit if they are eligible for unreduced retirement.

Joint and survivor benefit options are available to retirees. For some employees, a Social Security Option is also available where an annuity is paid at one amount prior to age 62, and at a reduced amount after age 62, designed to provide a level total income when combined with the member's age 62 Social Security benefit. Benefits cease upon the member's death.

Post-retirement benefit increases are paid to members who retire after June 30, 2012. Members will be eligible to receive cost of living increases at the later of the member's third anniversary of retirement and the month following their SSNRA (age 55 for members designated as police officers and/or firefighters). When a municipality elects coverage, it may elect either COLA C (covering only current and future active members and excluding members already retired) or COLA B (covering current retired members as well as current and future active members).

# HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 (CONTINUED)

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### Note 11 - Pension Plan (continues)

*a.* The COLA will be suspended for any unit whose funding level is less than 80%; However, an interim COLA maybe granted in four-year intervals while the COLA is suspended. The first interim COLA may begin January 1, 2018.

*b.* Effective July 1, 2015, the COLA is determined based on 50% of the plan's five-year average investment rate of return less 5.5% limited to a range of 0.0% to 4.0%, plus 50% of the lesser of 3.0% or last year's CPI-U increase for a total maximum increase of 3.50%. Previously, it was the plan's five-year average investment rate of return less 5.5% limited to a range of 0.0% to 4.0%.

*c.* The COLA will be limited to the first \$25,000 of the member's annual pension benefit. For retirees and beneficiaries who retired on or before July 1, 2015, years in which a COLA is payable based on the every fourth year provision described in (i) above will be limited to the first \$30,000. These limits will be indexed annually to increase in the same manner as COLAs, with the known values of \$25,000 for 2013, \$25,000 for 2014, \$25,168 for 2015, \$25,855 for 2016, and \$26,098 for 2017.

### Employees covered by benefit terms.

At the June 30, 2020 valuation date, the following employees were covered by the benefit terms:

	From GRS Employer Specific Valuation
Retirees & Beneficiaries	3
Inactive, Nonretired Members	3
Active Members	9
	<hr/>
	15
	<hr/>

# HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 (CONTINUED)

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### **Note 11 - Pension Plan (continues)**

Contributions - The amount of employee and employer contributions have been established under Rhode Island General Law Chapter 45-21. General employees with less than 20 years of service as of June 30, 2012 are required to contribute 1% of their salaries. General employees with more than 20 years of service as of June 30, 2012 are required to contribute 8.25%. The Housing Authority of the Town of East Greenwich contributes at a rate of covered employee payroll as determined by an independent actuary on an annual basis. The General Assembly can amend the amount of these contribution requirements. The Housing Authority of the Town of East Greenwich contributed \$49,961 in the year ended June 30, 2020 which was 9.10% of annual covered payroll.

Net Pension Liability (Asset) - The total pension liability was determined by actuarial valuations performed as of June 30, 2019 and rolled forward to June 30, 2020, using the following actuarial assumptions, applied to all periods included in the measurement.

# **HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND**

## **NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 (CONTINUED)**

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### **Note 11 - Pension Plan (continues)**

**Summary of Actuarial Assumptions Used in the Valuations to determine the Net Pension Liability at the June 30, 2020 measurement date (June 30, 2019 valuation rolled forward to June 30, 2020).**

Actuarial Cost Method	Entry Age Normal - the individual Entry Age Actuarial Cost Methodology is used.
Amortization Method	Level Percent of Payroll - Closed
Actuarial Assumptions	
Investment Rate of Return	7.00%
Projected Salary Increases	General Employees - 3.50% to 7.50% Police & Fire Employees - 4.00% to 14.00%
Inflation	2.5%
Mortality	Variants of the PUB(10) tables for healthy and disabled retirees, projected with scale ultimate MP16.
Cost of Living Adjustments	A 2.1% COLA is assumed for all MERS units with the COLA provision.

The actuarial assumptions used in the June 30, 2019 valuation rolled forward to June 30, 2020 and the calculation of the total pension liability at June 30, 2020 were consistent with the results of an actuarial experience study performed as of June 30, 2019.

# HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 (CONTINUED)

### Note 11 - Pension Plan (continues)

The long-term expected rate of return best-estimate on pension plan investments was determined by the actuary using a building-block method. The actuary started by calculating best-estimate future expected real rates of return (expected returns net of pension plan investment expense and inflation) for each major asset class, based on a collective summary of capital market expectations from 34 sources. The June 30, 2019 expected arithmetic returns over the long-term (20 years) by asset class are summarized in the following table:

Asset Class	Long-term Target Asset Allocation	Long-term Expected Arithmetic Real Rate of Return
<b>Global Equity</b>		
US Equity	23.00%	6.31%
International Developed Equity	12.10%	6.71%
Emerging Markets Equity	4.90%	8.69%
<b>Private Growth</b>		
Private Equity	11.25%	9.71%
Non-Core RE	2.25%	5.66%
OPP Private Credit	1.50%	9.71%
<b>Income</b>		
High Yield Infrastructure	1.00%	3.88%
REITS	1.00%	5.66%
Liquid Credit	2.80%	3.88%
Private Credit	3.20%	3.88%
Equity Options	2.00%	6.04%
EMD (50/50 Blend)	2.00%	3.84%
<b>Crisis Protection Class</b>		
Treasury Duration	5.00%	0.10%
Systematic Trend	5.00%	3.84%

# HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 (CONTINUED)

### Note 11 - Pension Plan (continues)

Asset Class	Long-Term Target Asset Allocation	Long-Term Expected Arithmetic Real Rate of Return
<b>Inflation Protection</b>		
Core Real Estate	3.60%	5.66%
Private Infrastructure	2.40%	6.06%
TIPs	2.00%	0.74%
<b>Volatility Protection</b>		
IG Credit Corp.	3.25%	1.54%
Securitized Credit	3.25%	1.54%
Absolute Return	6.50%	3.84%
Cash	2.00%	0.10%

These return assumptions are then weighted by the target asset allocation percentage, factoring in correlation effects, to develop the overall long-term expected rate of return best-estimate on an arithmetic basis.

Discount Rate - The discount rate used to measure the total pension liability of the plans was 7.0 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contributions from the employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

# HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 (CONTINUED)

### Note 11 - Pension Plan (continues)

Changes in the Net Pension Liability (Asset)			
		Increase (Decrease)	
From GRASS Employer specific valuation	Total Pension Liability	Plan Fiduciary Net Position	Net Position Liability (Asset)
Balances as of June 30, 2019	\$ 1,844,199	\$ 1,530,609	
Changes for the year			
Service cost	55,079		
Interest on the total pension liability	127,849		
Changes in benefits			
Difference between expected and actual experience	(4,786)		
Changes in assumptions	(27,237)		
Employer contributions		49,961	
Employee contributions		11,005	
Net investment income		56,812	
Benefit payments including employee refunds	(90,655)	(90,655)	
Administrative expense		(1,565)	
Other changes			
Net changes			
Balances as of June 30, 2020	<u>\$ 1,904,449</u>	<u>\$ 1,556,167</u>	<u>\$ 348,282</u>

Sensitivity of the Net Pension Liability to Changes in the Discount Rate - The following presents the net pension liability (asset) of the employers calculated using the discount rate of 7.0 percent, as well as what the employers' net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower or 1- percentage-point higher than the current rate.



# HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2021 (CONTINUED)

### Note 11 - Pension Plan (continues)

1.00% Decrease (6.00%)	Current Discount Rate (7.00%)	1.00% Increase (8.00%)
\$ 518,399	\$ 348,282	\$ 143,002

Pension Plan Fiduciary Net Position - Detailed information about the pension plan's fiduciary net position is available in the separately issued ERSRI financial report.

### **Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

For the year ended June 30, 2021 the employer recognized pension expense of \$96,322 reported deferred outflows and inflows of resources related to pensions from the following sources:

	Deferred outflows of resources	Deferred inflows of resources	Net deferred outflows/inflows of resources
Difference in experience	\$ 90,328	\$ 41,894	\$ 48,434
Assumption changes	21,386	22,263	(877)
Net difference between projects and actual earnings on pension investments	42,953	15,992	26,961
<b>Total</b>	<u>\$ 154,667</u>	<u>\$ 80,149</u>	<u>\$ 74,518</u>

**HOUSING AUTHORITY OF THE TOWN OF  
EAST GREENWICH, RHODE ISLAND**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021 (CONTINUED)**

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**Note 11 - Pension Plan (continues)**

Amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending June 30,	Net Deferred Outflows of Resources
2021	\$ 10,872
2022	21,480
2023	24,354
2024	20,595
2025	(2,783)
Thereafter	
<b>Total</b>	<b>\$ 74,518</b>

Defined Contribution Pension Plan - Employees participating in the defined benefit plan, as described above, also participate in a defined contribution plan authorized by General Law Chapter 36-10.3. The defined contribution plan is established under IRS Section 401(a) and is administered by TIAA-CREF. Employees may choose among various investment options available to plan participants. Employees contribute 1%-1.5% (see below) of their annual covered salary and employers contribute 5% of annual covered salary. Employee contributions are immediately vested while employer contributions and any investment earnings thereon are vested after three years of contributory service. Benefit terms and contributions required under the plan by both the employee and employer are established by the General Laws, which are subject to amendment by the General Assembly.

Amounts in the defined contribution plan are available to participants in accordance with Internal Revenue Service Guidelines for such plans.

The East Greenwich Housing Authority recognized pension expense of \$6,052 for the fiscal year ended June 30, 2021.

**HOUSING AUTHORITY OF THE TOWN OF  
EAST GREENWICH, RHODE ISLAND**

STATEMENT OF CERTIFICATION OF ACTUAL MODERNIZATION COSTS  
JUNE 30, 2021

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1. The actual modernization costs are as follows:

	<u>Funds approved and advances</u>	<u>Funds expended</u>	<u>Excess (deficiency) on funds advanced</u>
FSS21 RI 3840	\$ <u>65,473</u>	\$ <u>65,473</u>	\$ <u>0</u>

2. The distribution of costs by project shown on the Final Modernization Cost accompanying the Actual Comprehensive Grant Cost Certificate submitted to HUD for approval is in agreement with the Housing Authority's record.

All Modernization Costs have been paid and all related liabilities have been discharged through payment.

# HOUSING AUTHORITY OF THE TOWN OF EAST GREENWICH, RHODE ISLAND

## SCHEDULE OF EXPENDITURE OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2021

<u>Federal grantor/program title</u>	<u>Federal CFDA Number</u>	<u>Pass- through Entity Number</u>	<u>Federal Expen- ditures</u>	<u>Questioned Costs</u>
<b>U.S. Department of HUD:</b>				
Low-income housing assistance program	14.850	N/A	\$ 202,154	
Capital fund program	14.872	N/A	39,733	
Resident Opportunity and Supportive Services	14.870	N/A	76,520	
Voucher	14.871	N/A	<u>1,289,422</u>	
<b>Total U. S. Department of HUD</b>			<b>\$ <u>1,607,829</u></b>	<b><u>0</u></b>

### Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the Housing Authority of the Town of East Greenwich under programs of the federal government for the year ended June 30, 2021. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Authority, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Authority.

**HOUSING AUTHORITY OF THE TOWN OF  
EAST GREENWICH, RHODE ISLAND**

**SCHEDULE OF EXPENDITURE OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2021**

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Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

The Authority elected not to use the 10 percent *de minimis* indirect cost rate as allowed under the Uniform Guidance.



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Commissioners  
Housing Authority of the Town of East Greenwich  
East Greenwich , Rhode Island

I have audited, in accordance with auditing standards generally accepted in the United States of America and standards applicable to the financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the basic financial statements, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which comprise the Housing Authority of the Town of East Greenwich basic financial statements, and have issued my report thereon dated August 24, 2022.

**Internal Control Over Financial Reporting**

In planning and performing my audit, I considered the Authority's internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the basic financial statements, but not for the purpose of expressing my opinion on the effectiveness of the Authority's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the Authority's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis.

My consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. I did not identify any deficiencies in internal control over financial reporting that I consider to be material weaknesses, as defined above.

To the Board of Commissioners  
Housing Authority of the Town of East Greenwich  
East Greenwich, Rhode Island

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Authority's basic financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Ronald Carmichael, CPA

Rumford, Rhode Island  
August 24, 2022



**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM;  
REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND  
REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Commissioners  
Housing Authority of the Town of East Greenwich  
East Greenwich, Rhode Island

**Report on Compliance for Each Major Federal Program**

I have audited the Housing Authority of the Town of East Greenwich's compliance with the types of compliance requirements described in the OMB Compliance Supplement that could have a direct and material effect on each of the Housing Authority of the Town of East Greenwich's major federal programs for the year ended June 30, 2021. The Housing Authority of the Town of East Greenwich's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

My responsibility is to express an opinion on compliance for each of the Housing Authority of the Town of East Greenwich's major federal programs based on my audit of the types of compliance requirements referred to above. I conducted my audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that I plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Housing Authority of the Town of East Greenwich's compliance with those requirements and performing such other procedures as I considered necessary in the circumstances.



To the Board of Commissioners  
Housing Authority of the Town of East Greenwich  
East Greenwich, Rhode Island

I believe that my audit provides a reasonable basis for our opinion on compliance for each major federal program. However, my audit does not provide a legal determination of the Housing Authority of the Town of East Greenwich's compliance.

### ***Opinion on Each Major Federal Program***

In my opinion the Housing Authority of the Town of East Greenwich complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal programs for the year ended June 30, 2021.

### **Report on Internal Control Over Compliance**

Management of the Housing Authority of the Town of East Greenwich is responsible for establishing and maintaining effective internal control over compliance with the compliance requirements referred to above. In planning and performing my audit, I considered the Housing Authority of the Town of East Greenwich's internal control over compliance with the type of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, I do not express an opinion on the effectiveness of the Housing Authority of the Town of East Greenwich's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

To the Board of Commissioners  
Housing Authority of the Town of East Greenwich  
East Greenwich, Rhode Island

My consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. I did not identify any deficiencies in internal control over compliance that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of my testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purposes.

**Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

I have audited the financial statements of the Housing Authority of the Town of East Greenwich as of and for the year ended June 30, 2021, and have issued my report thereon dated August 24, 2022, which contained an unmodified opinion on those financial statements. My audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purpose of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of the management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the schedule of expenditure of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

 Ronald Carmichael, CPA

Rumford, Rhode Island  
August 24, 2022

**HOUSING AUTHORITY OF THE TOWN OF  
EAST GREENWICH, RHODE ISLAND**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2021**

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**Section One: Summary of Auditor's Results**

*Financial Statements*

Type of auditor's report issued - **unqualified opinion**

Internal control over financial reporting:

Material weakness(es) identified?	<u>          </u> yes	<u>      x      </u> no
Significant deficiency(ies) identified?	<u>          </u> yes	<u>      x      </u> none reported
Non-compliance material to financial statements noted?	<u>          </u> yes	<u>      x      </u> no

*Federal Awards*

Internal control over major programs

Material weakness(es) identified?	<u>          </u> yes	<u>      x      </u> no
Significant deficiency(ies) identified?	<u>          </u> yes	<u>      x      </u> none reported

Type of auditor's report issued on compliance for major programs - **unqualified opinion.**

Any audit findings disclosed that are required to be reported in  
accordance with 2 CFR 200.516(a)?            yes       x       no

**Identification of Major Programs:**

<u>CFDA Number</u>	<u>Program</u>
14.871	Housing Choice Voucher

The dollar threshold used to distinguish between type A and type B programs is **\$750,000.**

The auditee qualified as low-risk as auditee       x       yes            no

**HOUSING AUTHORITY OF THE TOWN OF  
EAST GREENWICH, RHODE ISLAND**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2021  
(CONTINUED)**

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**Section II - Findings Related to Financial Statements**

Prior year: There were no findings for the prior year.

Current year: There were no findings for the current year.

**Section III - Federal Related to Federal Awards**

There were no questioned costs for the current year.



**Independent Accountant's Report On  
Applying Agreed-Upon Procedure**

To the Board of Commissioners  
Housing Authority of the Town of East Greenwich  
East Greenwich, Rhode Island

I have performed the procedure enumerated in the second paragraph, which was agreed to by the Housing Authority of the Town of East Greenwich (the Housing Authority) and the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), on whether the electronic submission of certain information agrees with related hard copy documents included within the Single Audit reporting package. The Housing Authority is responsible for the accuracy and completeness of the electronic submission. The sufficiency of the procedure is solely the responsibility of those parties specified in this report. Consequently, I make no representation regarding the sufficiency of the procedure described below either for the purpose for which this report has been requested or for any other purpose.

I compared the electronic submission of the items listed in the chart below under "UFRS Rule Information" column with the corresponding printed documents listed in the chart under the "Hard Copy Documents" column. The results of the performance of my agreed-upon procedure indicate agreement or non-agreement of electronically submitted information and hard copy documents as shown in the chart below.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. I was not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the electronic submission of the items listed in the "UFRS Rule Information" column in the chart below. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you. Further, I take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development, REAC.

To the Board of Commisioners  
Housing Authority of the Town of East Greenwich  
East Greenwich, Rhode Island

I was engaged to perform an audit in accordance with 2 CFR 200 Subpart F, Audit Requirements, for the Housing Authority as of and for the year ended June 30, 2021, and have issued my reports thereon dated August 24, 2022. The information in the "Hard Copy Documents" column was included within the scope, or was a by-product, of that audit. Further, my opinion on the fair presentation of the Housing Authority's Financial Data Schedule (FDS) dated August 24, 2022, was expressed in relation to the basic financial statements of the Housing Authority taken as a whole.

A copy of the reporting package required by OMB, which includes the auditor's reports, is available in its entirety from the Housing Authority. I have not performed any additional auditing procedures since the date of the aforementioned audit reports.

This report is intended solely for the information and use of the Housing Authority and the U.S. Department of Housing and Urban Development, REAC, and is not intended to be and should not be used by anyone other than these specified parties.

<u>Procedure</u>	<u>UFRS Rule Information</u>	<u>Hard Copy Documents</u>	<u>Agrees</u>	<u>Does Not Agree</u>
1	Balance Sheet and Revenue Expense	Financial Data Schedule, all CFDAs, if applicable	x	
2	Footnotes	Footnotes to audited basic financial statements	x	
3	Type of opinion on FDS	Auditor's supplemental report on FDS	x	
4	Basic financial statements and auditor reports required to be submitted electronically	Basic financial statements (inclusive of auditor reports)	x	

*Ronald Carmack, CPA*

Rumford, Rhode Island  
August 24, 2022



**Independent Auditor's Report On  
Supplemental Information**

To the Board of Commissioners  
Housing Authority of the Town of East Greenwich  
East Greenwich, Rhode Island

My report on my audit of the combined financial statements of the Housing Authority of the Town of East Greenwich appears on Page 1. The audit was made for the purpose of forming an opinion on the financial statements taken as whole. The accompanying Supplemental Schedule of Financial Data (FDS) for the year ended June 30, 2021 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and in my opinion, is fairly stated in all material respects in relation to the basic financial statements taken as whole.

*Ronald Carmark, CPA*

Rumford, Rhode Island  
August 24, 2022

**East Greenwich Housing Authority (RI024)**  
**EAST GREENWICH, RI**

**Entity Wide Balance Sheet Summary**

**Submission Type: Audited/Single Audit**

**Fiscal Year End: 06/30/2021**

	Project Total	1 Business Activities	14.871 Housing Choice Vouchers	14.870 Resident Opportunity and Supportive Services	Subtotal	Total
111 Cash - Unrestricted	\$343,227	\$1,751,444	\$52,671		\$2,147,342	\$2,147,342
112 Cash - Restricted - Modernization and Development						
113 Cash - Other Restricted			\$144,966		\$144,966	\$144,966
114 Cash - Tenant Security Deposits	\$8,559	\$6,019			\$14,578	\$14,578
115 Cash - Restricted for Payment of Current Liabilities						
100 Total Cash	\$351,786	\$1,757,463	\$197,637	\$0	\$2,306,886	\$2,306,886
121 Accounts Receivable - PHA Projects						
122 Accounts Receivable - HUD Other Projects	\$394				\$394	\$394
124 Accounts Receivable - Other Government						
125 Accounts Receivable - Miscellaneous	\$4,490	\$317,222			\$321,712	\$321,712
126 Accounts Receivable - Tenants	\$2,559				\$2,559	\$2,559
126.1 Allowance for Doubtful Accounts - Tenants	\$0				\$0	\$0
126.2 Allowance for Doubtful Accounts - Other	\$0	\$0			\$0	\$0
127 Notes, Loans, & Mortgages Receivable - Current						
128 Fraud Recovery						
128.1 Allowance for Doubtful Accounts - Fraud						
129 Accrued Interest Receivable						
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$7,443	\$317,222	\$0	\$0	\$324,665	\$324,665
131 Investments - Unrestricted						
132 Investments - Restricted						
135 Investments - Restricted for Payment of Current Liability						
142 Prepaid Expenses and Other Assets	\$29,928				\$29,928	\$29,928
143 Inventories						
143.1 Allowance for Obsolete Inventories						
144 Inter Program Due From						
145 Assets Held for Sale						



150	Total Current Assets	\$389,157	\$2,074,685	\$197,637	\$0	\$2,661,479	\$2,661,479
161	Land	\$633,619	\$213,047			\$846,666	\$846,666
162	Buildings	\$3,300,778	\$1,707,826			\$5,008,604	\$5,008,604
163	Furniture, Equipment & Machinery - Dwellings	\$55,008				\$55,008	\$55,008
164	Furniture, Equipment & Machinery - Administration	\$122,327	\$36,851			\$159,178	\$159,178
165	Leasehold Improvements						
166	Accumulated Depreciation	-\$2,585,458	-\$268,134			-\$2,853,592	-\$2,853,592
167	Construction in Progress						
168	Infrastructure						
160	Total Capital Assets, Net of Accumulated Depreciation	\$1,526,274	\$1,689,590	\$0	\$0	\$3,215,864	\$3,215,864
171	Notes, Loans and Mortgages Receivable - Non-Current						
172	Notes, Loans, & Mortgages Receivable - Non Current - Past Due						
173	Grants Receivable - Non Current						
174	Other Assets						
176	Investments in Joint Ventures		\$63,362			\$63,362	\$63,362
180	Total Non-Current Assets	\$1,526,274	\$1,752,952	\$0	\$0	\$3,279,226	\$3,279,226
200	Deferred Outflow of Resources	\$154,667				\$154,667	\$154,667
290	Total Assets and Deferred Outflow of Resources	\$2,070,098	\$3,827,637	\$197,637	\$0	\$6,095,372	\$6,095,372
311	Bank Overdraft						
312	Accounts Payable <= 90 Days	\$14,019				\$14,019	\$14,019
313	Accounts Payable >90 Days Past Due						
321	Accrued Wage/Payroll Taxes Payable	\$6,734				\$6,734	\$6,734
322	Accrued Compensated Absences - Current Portion	\$21,132				\$21,132	\$21,132
324	Accrued Contingency Liability						
325	Accrued Interest Payable						
331	Accounts Payable - HUD PHA Programs						
332	Account Payable - PHA Projects						
333	Accounts Payable - Other Government						
341	Tenant Security Deposits	\$8,559	\$6,019			\$14,578	\$14,578
342	Unearned Revenue	\$1,049		\$144		\$1,193	\$1,193
343	Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue		\$21,855			\$21,855	\$21,855
344	Current Portion of Long-term Debt - Operating Borrowings						

345 Other Current Liabilities		\$244	\$3,115			\$3,359	\$3,359
346 Accrued Liabilities - Other		\$6,305				\$6,305	\$6,305
347 Inter Program - Due To							
348 Loan Liability - Current							
310 Total Current Liabilities		\$58,042	\$30,989	\$144	\$0	\$89,175	\$89,175
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue							
352 Long-term Debt, Net of Current - Operating Borrowings			\$827,087			\$827,087	\$827,087
353 Non-current Liabilities - Other				\$92,399		\$92,399	\$92,399
354 Accrued Compensated Absences - Non Current		\$49,307				\$49,307	\$49,307
355 Loan Liability - Non Current							
356 FASB 5 Liabilities							
357 Accrued Pension and OPEB Liabilities		\$348,282				\$348,282	\$348,282
350 Total Non-Current Liabilities		\$397,569	\$827,087	\$92,399	\$0	\$1,317,075	\$1,317,075
300 Total Liabilities		\$455,631	\$858,076	\$92,543	\$0	\$1,406,250	\$1,406,250
400 Deferred Inflow of Resources		\$80,149				\$80,149	\$80,149
508.4 Net Investment in Capital Assets		\$1,526,274	\$1,689,590			\$3,215,864	\$3,215,864
511.4 Restricted Net Position				\$52,567		\$52,567	\$52,567
512.4 Unrestricted Net Position		\$8,044	\$1,279,971	\$52,527	\$0	\$1,340,542	\$1,340,542
513 Total Equity - Net Assets / Position		\$1,534,318	\$2,969,561	\$105,094	\$0	\$4,608,973	\$4,608,973
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net		\$2,070,098	\$3,827,637	\$197,637	\$0	\$6,095,372	\$6,095,372

**East Greenwich Housing Authority (R1024)**  
**EAST GREENWICH, RI**

**Entity Wide Revenue and Expense Summary**

**Submission Type: Audited/Single Audit**

**Fiscal Year End: 06/30/2021**

	Project Total	1 Business Activities	14.871 Housing Choice Vouchers	14.870 Resident Opportunity and Supportive Services	Subtotal	Total
70300 Net Tenant Rental Revenue	\$77,301				\$77,301	\$77,301
70400 Tenant Revenue - Other	\$1,443				\$1,443	\$1,443
70500 Total Tenant Revenue	\$78,744	\$0	\$0	\$0	\$78,744	\$78,744
70600 HUD PHA Operating Grants	\$241,887		\$1,289,422	\$76,520	\$1,607,829	\$1,607,829
70610 Capital Grants						
70710 Management Fee						
70720 Asset Management Fee						
70730 Book Keeping Fee						
70740 Front Line Service Fee						
70750 Other Fees						
70700 Total Fee Revenue						
70800 Other Government Grants						
71100 Investment Income - Unrestricted	\$7	\$311	\$35		\$353	\$353
71200 Mortgage Interest Income						
71300 Proceeds from Disposition of Assets Held for Sale						
71310 Cost of Sale of Assets						
71400 Fraud Recovery						
71500 Other Revenue	\$4,238	\$1,133,047	\$64,678		\$1,201,963	\$1,201,963
71600 Gain or Loss on Sale of Capital Assets						
72000 Investment Income - Restricted						
70000 Total Revenue	\$324,876	\$1,133,358	\$1,354,135	\$76,520	\$2,888,889	\$2,888,889
91100 Administrative Salaries	\$173,515	\$168,312	\$61,380	\$46,672	\$449,879	\$449,879
91200 Auditing Fees	\$5,712		\$1,428		\$7,140	\$7,140
91300 Management Fee						
91310 Book-keeping Fee						
91400 Advertising and Marketing						

91500	Employee Benefit Contributions - Administrative	\$129,027	\$97,911	\$7,908	\$29,848	\$264,694	\$264,694
91600	Office Expenses	\$18,406	\$8,690	\$13,778		\$40,874	\$40,874
91700	Legal Expense	\$8,927	\$18,583	\$3,968		\$31,478	\$31,478
91800	Travel						
91810	Allocated Overhead						
91900	Other	\$27,575	\$23,524	\$30,358		\$81,457	\$81,457
91000	Total Operating - Administrative	\$363,162	\$317,020	\$118,820	\$76,520	\$875,522	\$875,522
92000	Asset Management Fee						
92100	Tenant Services - Salaries						
92200	Relocation Costs						
92300	Employee Benefit Contributions - Tenant Services						
92400	Tenant Services - Other	\$1,807	\$698			\$2,505	\$2,505
92500	Total Tenant Services	\$1,807	\$698	\$0	\$0	\$2,505	\$2,505
93100	Water	\$11,709	\$3,123			\$14,832	\$14,832
93200	Electricity	\$15,521	\$7,780			\$23,301	\$23,301
93300	Gas	\$50,504	\$3,477			\$53,981	\$53,981
93400	Fuel						
93500	Labor						
93600	Sewer	\$25,987	\$6,270			\$32,257	\$32,257
93700	Employee Benefit Contributions - Utilities						
93800	Other Utilities Expense						
93000	Total Utilities	\$103,721	\$20,650	\$0	\$0	\$124,371	\$124,371
94100	Ordinary Maintenance and Operations - Labor						
94200	Ordinary Maintenance and Operations - Materials and Other	\$65,991	\$111,899			\$177,890	\$177,890
94300	Ordinary Maintenance and Operations Contracts	\$11,419	\$1,253			\$12,672	\$12,672
94500	Employee Benefit Contributions - Ordinary Maintenance	\$55,658	\$24,503			\$80,161	\$80,161
94000	Total Maintenance	\$137,594	\$137,655	\$0	\$0	\$31,594	\$31,594
95100	Protective Services - Labor	\$164,662				\$302,317	\$302,317
95200	Protective Services - Other Contract Costs						
95300	Protective Services - Other						
95500	Employee Benefit Contributions - Protective Services						
95000	Total Protective Services	\$0	\$0	\$0	\$0	\$0	\$0

96110 Property Insurance	\$539					\$539		\$539
96120 Liability Insurance	\$32,103		\$17,824			\$49,927		\$49,927
96130 Workmen's Compensation	\$3,184		\$2,477		\$1,415	\$7,076		\$7,076
96140 All Other Insurance	\$9,610		\$5,964		\$3,166	\$18,740		\$18,740
96100 Total Insurance Premiums	\$45,436		\$26,265		\$4,581	\$76,282	\$0	\$76,282
96200 Other General Expenses								
96210 Compensated Absences								
96300 Payments in Lieu of Taxes			\$3,492			\$3,492		\$3,492
96400 Bad debt - Tenant Rents	\$1,084					\$1,084		\$1,084
96500 Bad debt - Mortgages								
96600 Bad debt - Other								
96800 Severance Expense								
96000 Total Other General Expenses	\$1,084		\$3,492		\$0	\$4,576	\$0	\$4,576
96710 Interest of Mortgage (or Bonds) Payable								
96720 Interest on Notes Payable (Short and Long Term)			\$34,898			\$34,898		\$34,898
96730 Amortization of Bond Issue Costs								
96700 Total Interest Expense and Amortization Cost	\$0		\$34,898		\$0	\$34,898	\$0	\$34,898
96900 Total Operating Expenses	\$679,872		\$540,678		\$123,401	\$1,420,471	\$76,520	\$1,420,471
97000 Excess of Operating Revenue over Operating Expenses	-\$354,996		\$592,680		\$1,230,734	\$1,468,418	\$0	\$1,468,418
97100 Extraordinary Maintenance								
97200 Casualty Losses - Non-capitalized	\$3,545					\$3,545		\$3,545
97300 Housing Assistance Payments					\$1,089,844	\$1,089,844		\$1,089,844
97350 HAP Portability-In					\$53,634	\$53,634		\$53,634
97400 Depreciation Expense	\$58,579					\$58,579		\$58,579
97500 Fraud Losses								
97600 Capital Outlays - Governmental Funds								
97700 Debt Principal Payment - Governmental Funds								
97800 Dwelling Units Rent Expense								
90000 Total Expenses	\$741,996		\$540,678		\$1,266,879	\$2,626,073	\$76,520	\$2,626,073
10010 Operating Transfer In	\$439,733					\$439,733		\$439,733
10020 Operating transfer Out	-\$39,733		-\$400,000			-\$439,733		-\$439,733

[illegible]







**MINUTES  
HOUSING AUTHORITY OF THE  
TOWN OF EAST GREENWICH  
146 FIRST AVENUE  
EAST GREENWICH, RI 02818  
REGULAR MEETING  
MEETING HELD VIA In-Person/ZOOM**

**DATE: December 12 , 2022  
5:30PM**

**MEMBERS PRESENT:** Cynthia White Overton, Chair  
Ruth Feder, Vice Chair  
Elizabeth Grumbach, Commissioner

**MEMBERS ABSENT:** None

**OTHER ATTENDEES:** Louise Marcus, Attorney  
Tracy Johnson, Executive Director

**CALL TO ORDER:** Chair called the meeting to order at 5:32pm

**PUBLIC COMMENT:** No members of the public attended

**Chair Overton stated for the record that two members of the  
EGHA Board are participating remotely with renewed waiver  
through OMA**

**APPROVAL OF THE MINUTES  
OF THE NOVEMBER 14, 2022  
REGULAR MEETING**

Commissioner Feder made a motion to approve the minutes of the November 14, 2022, regular meeting, seconded by Commissioner Grumbach and approved by Commissioners Overton, Grumbach & Feder. No Discussion.

**In Favor: Commissioners Feder, Grumbach & Overton  
Opposed: None**

**APPROVAL OF THE MINUTES  
OF THE NOVEMBER 28, 2022  
SPECIAL MEETING**

Commissioner Feder made a motion to approve the minutes of the November 28, 2022, special meeting, seconded by Commissioner Grumbach and approved by Commissioners Overton, Grumbach & Feder. No Discussion.

**In Favor: Commissioners Feder, Grumbach & Overton  
Opposed: None**

**MONTHLY MANAGEMENT REPORT**

Tracy mentioned that lease ups continue to improve, mostly at Regal Court and Shoreside and that rents remain realistic numbers. Thrive Behavioral Health would like us to issue vouchers to fill the 2

vacancies at Marlborough Street rather than send us voucher holders from their program. It was asked if they have a designated person for Housing, and the answer was yes. Tammy Dellasandro took over when Diane Dumin left. Commissioner Feder mentioned that Mental Health Services can bill now for home stabilization services. As for the other family units, Carol is trying to issue vouchers by pulling people from the Centralized Wait List.(CWL) but unfortunately, they do not qualify for the preferences they listed or have BCIs. She mailed 20 letters, received 4 responses and 3 do not qualify. There is a Mom advocating for her son: He lives in Providence, and she lives in a Warwick 02818 zip code, and doesn't understand as to why he doesn't qualify. Chair Overton mentioned that the area of Cowesett & Potowomut of Warwick with an 02818-zip code is getting bigger. We have had requests from individuals with vouchers from other jurisdictions, but they have bad evictions on their record or BCIs.

## **NOMINATIONS**

Chair Overton asked for someone to open the floor to nominations. Commissioner Feder nominated Cynthia White-Overton for Chair; seconded by Commissioner Grumbach

Commissioner Overton nominated Ruth Feder for Vice Chair, seconded by Commissioner Grumbach

Chair Overton made a motion to vote on the slate as listed, seconded by Commissioner Feder and approved by Commissioners Feder, Grumbach & Overton.

## **BUYBACK OF STAFF PTO**

Tracy explained that the buyback of staff time was first started approximately 15 years ago when the leadership changed and it was found that staff had an exorbitant amount of PTO on the books and to bring down these numbers and yet not have staff lose out on all these days, the previous Director submitted a request that staff have the option to "buy back" up to 10 days (if they have it). Staff cannot drawdown all of their time; they must keep 5 days of sick time on the books. This year only 6 staff members have days they request. Chair Overton asked if a staff member sells back 5, but need 10 sick days- they will not get paid for 5 days as they were paid for 5 at this time. Chair Overton mentioned that she appreciates that there is a policy in place that staff must keep 5 days of sick time.

**Chair Grumbach made a motion to approve the buyback of up to 10 days of staff PTO. Commissioner Feder seconded and approved by Commissioners Feder, Grumbach, and Overton.**

Discussion: Commissioner Feder asked if staff doesn't want to have the time purchased back, do they have the option. Tracy said yes-in fact, 3 staff members opted to keep their time as they are planning to use it

Commissioner Grumbach wondered why people were not using their time; is it due to workload or accrued amount of time? Tracy explained that staff uses some time, but in the case of a few staff, due to our years here, we are maxed out at the highest accrual time and will never use it. Most staff does not want to forfeit any time so definitely uses it. Tracy

explained that she has been here so long that she accrues 4 weeks' vacation annually and has never used that all that time. Staff can carry over 25-vaca & 30-sick annually; any overage of days at their anniversary will be forfeited.

#### **INDEPENDENT ENTITY(IE)**

#### **TENANT IN EGHA MANAGED UNIT**

Tracy mentioned that these two items are correlated. A tenant in a CH unit had a representative from another Non Profit housing agency contact us with concerns that were previously addressed. They commented that they wanted to be confirm the deficiencies the tenant reported, were corrected- and asked why the basements were locked and if this was due to retaliation. I explained that the Boards voted to close off basement access in all buildings as a risk management practice and that per the lease, storage & basement access, is not provided. Referenced tenant has also had police activity in recent weeks and EGHA has also had an allegation of sex trafficking which was reported to EGPD.

In discussing said tenant and advocate with our HUD contact, she asked if EGHA/CH share the same Boards as this could be a conflict of interest when EGHA has a vested interest. She stated since we contract out for inspections, we are ok with that, but asked who determines initial rents, rent increases and who does our rent reasonableness (RR). Currently, EGHA staff calculates the RR, but the PHARI group is working on an RFP for an outside agency to do each PHA's RR. As for contract rents & rent increases, initially the rent is determined by the HCV administrator and she makes the final determination on all increase requests. The Family Housing Manager requests rent increases during the annual recert period. HUD stated that we would need to contract with an outside agency, usually a neighboring PHA, to provide this service. Ms. Pope forwarded me a copy of the PIH notice which discusses designating an IE as well as sample agreements. Vice Chair Feder and Chair Overton stated they did not understand this. To clarify, Tracy explained that EG, CH, HP1, and RC properties managed by EGHA, would need an outside entity to determine rents, rent reasonableness and conduct inspections. Attorney Marcus stated that she would review the PIH notice and agreements further, but does not believe this is correct. Tracy mentioned to the that she informed HUD that this would be discussed at an upcoming meeting and further information may be requested.

#### **EXECUTIVE DIRECTOR UPDATE**

Annual Calendar

Holiday Donation Update

Note from LB Director

BOC

The annual calendar of meeting dates for 2023 was given to the BOC. To date, EGHA has received \$1890 in holiday donations. A thank you note from the London Bridge Director was given to the

#### **AJOURN**

Commissioner Grumbach made a motion to adjourn at 6:12p; seconded By Commissioner Feder

# EG HOUSING AUTHORITY MONTHLY MANAGEMENT REPORT AS OF DECEMBER 31, 2022

## Occupancy and TARS

Facility	Occupancy	Intent to Vacate	This month UTOs	YTD UTOs	Rent	Wait List	Work orders	Updated Rent Roll to Accounting
PH	28 of 28	0	0	0	96	34	8	Happy
HP 1	2 of 3	0	0	0	96	9,767	0	Happy
Shoreside	104 of 106	1	0	1	96	1 – 79 2 - 10	36	One-Site
Regal	33 of 35	0	0	1	94	9,767	5	One-Site
CH	14 of 16	1	1	0	96	9,767	0	Happy
EGHA (2880)	7 of 10	0	0	0	99	9,767	1	Happy
EGHA (Marl)	3 of 5	0	0	0	100	9,767	0	Happy

Rent collection: (households) 97%    Occupancy: 94%

	Current Month	Previous Month
Total Allocation	292	292
# Leased	122	122
Utilization rate	47%	47%
Voucher Issuance	0	1
% of HUD HAP expended	100%	100%
# Porting in	0	0
# Porting out	0	0
# On wait list	9,767	9,420
# Homeowner	0	0

## Resident Services

Service	This Month	Previous Month
Service Units: Medical	0	0
Benefits & personal assistance	3	2
Quality of Life	0	8
FSS	25	24

Inspections:                      Completed                      Scheduled

	Completed	Scheduled
Annual (Cove/HP/PH)	0	0
Housekeeping	0	0
HCV	0	0
Shoreside	0	0
Regal Court	0	0
Complaint		
Pre-Reac		

<b>CH</b>		27
Paint		
Carpet/Vinyl		
Appliance		
Hood vent		
Toilet Seats		
Faucets		
Lighting		
Smoke Detector		
<b>SS</b>		415
interior painting		
Vinyl/Carpet		
Appliance Replacement	1	
SS toilet replacement/seat	3	
Electrical Upgrade		
Garbage Disposal	1	
Lighting	17	
Faucet/valves	3	
Handicapped showerhead	1	
Towel Bar/Soap Dish/Toothbrush		
Thermostats	1	
Vanity		
Smoke Detectors	5	
Ceiling Tiles		
Door/ Handles		
Cabinets		
<b>PH</b>		65
Paint		
Carpet/Floor		
Appliance		
Door Replacement		
Cabinet Replacement		
Countertop		
Faucets		
Handicapped Shower head		
Hood Vent		
Toilets		
Toilet Seat	1	
Vanity		
Ceiling lights		
Smoke Detector		
Towel Bar/Soap Dish/Toothbrush		
<b>Fan Motor</b>		
<b>RC</b>		77
Paint		
Carpet, Flooring		
Appliances	2	
Counter Tops		
Toilet Seats		
Lighting	2	
Faucets		
TB/Soap Holder		
Smoke Detector	2	
Handicapped shower head		
Fill Valves	2	
<b>HP1</b>		3
Paint		
Carpet, Vinyl		
Door Replacement		
Appliance replacement		
Toilet		
Vanity		
Battens		
Doorbell		
Smoke Detectors		
<b>EGHA Fee</b>		19
<b>(2880/Marlborough)</b>		
Paint		
Carpet/Floor		
Toilet/Seat		
Appliance		
Door Replace		
Cabinet Replace		
Ceiling Lights		
Faucet		
Shower Head/towel		
bar/soap/tooth		
Doorbell		
Smoke Detector		

## HCV Program

11/21/22022 Mailed 25 letters due by  
12/9/2022.

Processing 6  
Remain on List 1  
No Response 18

## Holiday Drives

Donations-\$2,050

Toys-

EGPD 16 Boxes

Oaks 3 Boxes

Harborside 2 Boxes



***BY-LAWS  
OF THE  
HOUSING AUTHORITY  
TOWN OF EAST GREENWICH***

ORIGINAL     June 12, 1991  
AMENDED     June 14, 2000

## ***ARTICLE I - AUTHORITY***

Section 1. Name of the Authority            The name of the Authority shall be the Housing Authority of the Town of east Greenwich.

Section 2. Seal of the Authority            The seal of the Authority shall be in the form of an outer circle and an inner circle - the outer circle to bear the words 'Housing Authority of the Town of East Greenwich' and the inner circle to bear the words 'Incorporated 1967, Rhode Island.

Section.3. Office of the Authority            The principal office of the Authority shall be located at 146 First Avenue in the Town of East Greenwich and the State of Rhode Island. The Authority may have such other offices at such other places in the Town of East Greenwich, State of Rhode Inland, as it may designate by resolution.

Section 4. Commissioners            The Authority shall consist of five (5) Commissioners appointed by the Town Council of the Town of East Greenwich. The appointment, term, removal, rights, powers, duties, privileges and immunities of the Commissioners shall be governed by the Housing Authority laws, Chapters 25-27, inclusive, of Title 45 of the Rhode Island General Laws, as amended.

Section 5. Purpose            The purpose of the Authority is to do all such acts provided for in Title 44, Chapter 25 of the Rhode Island General Laws as they presently exist or as they may be hereafter amended.



## **ARTICLE II - OFFICERS**

**Section 1. Officers** The officers of the Authority shall be a Chairperson, a Vice-Chairperson and a Secretary who shall be the Executive Director. The Authority may from time to time employ such other officers, agents and employees as it deems necessary to exercise its powers, duties and functions as prescribed by Chapter 25-27 of Title 45 of the Rhode Island General Laws, as amended, and all other laws of the State of Rhode Island applicable thereto. The Authority subject to the laws of the State of Rhode Island shall determine the qualifications, duties and compensation of these persons.

**Section 2. Election or Appointment** The Chairperson and Vice Chairperson shall be elected annually at the Annual Meeting of the Authority from among the Commissioners of the Authority and shall hold office until their successors are elected and qualified or until either of them shall resign or shall have been removed in the manner prescribed by law.

**Section 3. Removal** Any officer or agent may be removed by the Authority whenever in its judgment the best interests of the Authority will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person removed. Appointment of an officer or agent shall not itself create contract rights. Nothing herein shall be deemed to confer power on the Authority to remove any Commissioner of the Authority.

**Section 4. Resignations** Any officer or agency may resign at any time by giving written notice to the Authority. The resignation shall take effect at the time specified in the notice and, unless otherwise specified in it, the acceptance of the resignation shall not be necessary to make it effective.

**Section 5. Vacancies** A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled for the un-expired portion of the term in the manner prescribed in these By-Laws for election or appointment to the office,

**Section 6. Chairperson** The Chairperson shall, when present, preside at all meetings of the Authority. The Chairperson shall sign all contracts, deeds and other instruments which the Authority has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Authority or by these By-Laws to some other officer or agent of the Authority, or shall be required by law to be otherwise signed or executed. At each meeting the Chairperson shall submit such recommendations and information as he may consider proper concerning the business, affairs and policies of the Authority.

**Section 7~ Vice-Chairperson** In the absence of the Chairperson or in the event of his incapacity, death, resignation or removal, the vice-Chairperson shall perform the duties of the Chairperson and, when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson shall perform such duties as the Chairperson may assign from time to time to time to time.

**Section 8. Secretary** The Secretary shall be the Executive Director of the Authority and shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. the Secretary shall be charged with the management of the housing projects of the Authority.

The Secretary shall keep the records of the Authority, shall act as secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purposes, shall see that all notices are duly given by law and shall perform all duties incident to said office. The Section shall have power to affix the seal of the Authority to all contracts and instruments authorized to be executed by the Authority.

The Secretary shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. The Secretary shall sign all orders and checks for the payment of money and shall payout and disburse such moneys under the direction of the Authority. except as otherwise authorized by resolution of the Authority, all such orders and the Chairperson shall countersign checks. The Secretary shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority at each regular meeting (or more often when requested) and account of all transaction and also of the financial condition of the Authority. The Secretary shall give such bond for the faithful performance of his or her duties and the Authority may determine.

The Authority shall determine the compensation of the Secretary, provided that a temporary appointee shall serve without compensation (other then for the payment of necessary expenses.)

### **ARTICLE III -MEETINGS**

## Section 1. Annual Meeting

**Section 1. Annual Meeting** The Annual Meeting of the Authority shall be held on the first regular scheduled meeting of the month of January at the regular meeting place of the Authority. In the event such date shall fall on a Sunday or legal holiday, the Annual Meeting shall be held at a place and time schedule by a vote of the Board of Commissioners.

## Section 2. Special Meeting

**Section 2. Special Meeting** The Chairperson of the Authority may, when he deems it expedient, call a special meeting of the Authority. Also, the Chairperson shall call a special meeting upon written request of two Commissioners of the Authority. The Special Meeting can be for the purpose of transacting any business designated in the call.

The call for a Special Meeting may be delivered personally or mailed to each Commissioner of the Authority at his businesses or home address at least two (2) days prior to the date of such Special Meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, so addressed and with postage prepaid thereon. No business will be considered at a Special Meeting other than as designated in the call.

(Special Meeting, Resolution No. 324, June 14, 2000)

### Section 3. Regular Meeting

**Section 3. Regular Meeting** Regular meetings may be held at such time and place as may be determined by resolution of the Authority.

## Section 4. Public Notice of Meetings

**Section 4. Public Notice of Meetings** Written public notice of all regular scheduled meetings shall be given at the beginning of each calendar year in the manner prescribed by law. The notice shall include the dates, times and places of such meeting.

Written public notice of any regular rescheduled or special meeting stating the date, time and place of the meeting and, in the case of a special meeting the purpose or purposes for which the meeting is called, shall be given at least forty-eight (48) hours before the date of the meeting in the manner prescribed by law.

**Section 5. Quorum**

The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Three (3) Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposed, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissions present.

**Section 6. Open Meeting**

Every meeting of the Authority shall be open to the public unless closed upon the affirmative vote of the majority of the Commissioners in accordance with provisions of applicable law. The vote of each Commissioner on the question of holding a meeting closed to the public and the reasons for holding such a meeting, by citation to applicable statutory authority, shall be recorded and entered into the minutes of the meting. The chairperson of the Authority shall make a public announcement stating that the meeting is going to be held in executive session and indicating which statutory exception to the requirement for open meetings is involved.

**Section 7. Order of Business**

At the regular meetings of the Authority, the following shall be the order of business:

1. Roll Call
2. Reading and approval of the minutes of the previous meeting
3. Bills and communications
4. Report of the Secretary
5. Reports of Committees
6. Unfinished Business
7. New Business
8. Adjournment

All resolutions shall be in writing and shall be copied in a journal of proceedings of the Authority.

**Section 8. Manner of voting**

Each Commissioner entitled to vote shall be entitled to one vote upon each matter submitted to a vote at a meeting of the Authority.

The voting on all questions coming before the Authority shall be by roll call, and the ayes and nays shall be entered upon the minutes of such meeting, except on the election of officers and employees, which may be by ballot.

#### ***ARTICLE IV-AMENDMENTS***

Section 1. Amendments to By-Laws: The By-Laws of the Authority shall be amended only with the approval of at least three (3) of the Commissioners of the Authority at a special meeting called for that purpose.

#### ***ARTICLE V-DESOLUTION***

Section 1. Disposition of Assets Upon dissolution of the Authority, the Commissioners shall, after paying or making provision for the payment of all liabilities of the Authority, dispose of all the assets of the Authority in such manner, or to such organization or organizations organized and operating exclusively for charitable, educational or scientific purposes as shall at that time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954 (or for the corresponding provisions of any future United States Revenue law) other than are created for religious purposes as the Commissioners shall determine. Provided, however, that the Authority shall at all times have the power to convey any and all of its property or assets to the Secretary of Housing and Urban Development.

*ARTICLE VI -LIMITATIONS ON CORPORATE PURPSOES AND  
POWERS*

Section 1. Limitation of Corporate Powers No part of the net earnings of the corporation shall inure to the benefit of any member, trustee, director, officer or commissioner of the Authority, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Authority), and no member, trustee, director, officer or commissioner shall be entitle to share in the distribution of any of the Authority's assets upon dissolution of the Authority.

Section 2. Limitations on Corporate Powers No substantial part of the activities of the Authority shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code Section 501 (h), or participating in, or interviewing in (including the publish or distribution of statement) any politely campaign on behalf of any candidate for public office.

*ARTICLE VII - BY-LA WS IN ENTIRETY*

This edition of the By-Laws adopted by the Town of East Greenwich Housing Authority on June 13, 1991 comprises the entire By-Laws of the Town of East Greenwich Housing Authority and supersedes all other versions an amendment.





**Cove Homes, Inc**

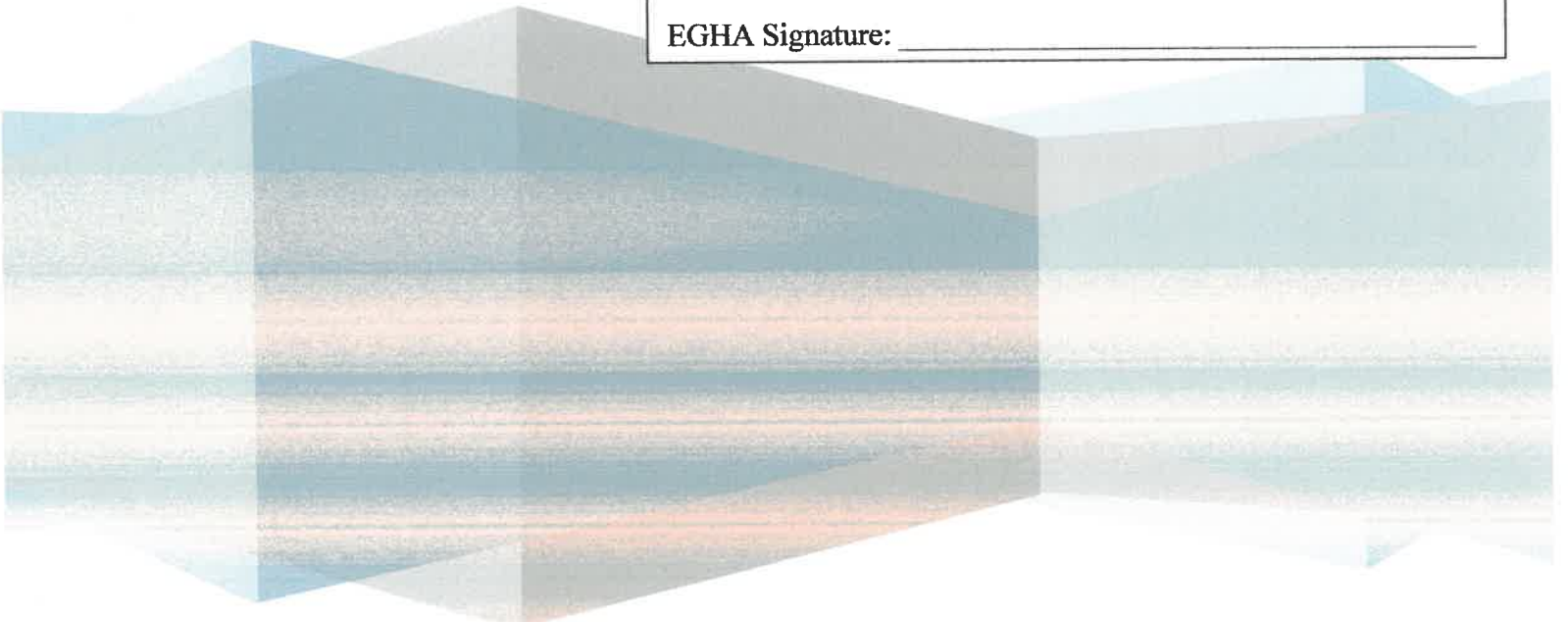
# **Shoreside Apartments**

**300 Sixth Avenue  
East Greenwich, RI 02818  
401-885-2024  
401-885-2066 fax**

Received Copy on: \_\_\_\_\_

Tenant Signature (HOH): \_\_\_\_\_

EGHA Signature: \_\_\_\_\_



# Shoreside Apartments House Rules

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## Your responsibilities as a RESIDENT

We would like to welcome you and express our desire to make your home as pleasant as possible. We take great pride in our Property, and the people who live here. We therefore ask everyone for his or her cooperation in order to provide a pleasant living experience.

Apartment living creates definite responsibilities that each resident must accept. Understanding and complying with these obligations will save much time, trouble, and money.

As a resident it is expected that your apartment will be maintained and reasonably cared for.

It is important to remember that living in an apartment complex is an experience in community living, the success of which is dependent upon everyone respecting his or her neighbors' rights to a peaceful and quiet environment.

This booklet consists of some basic guidelines. Which, if adhered to, will result in a pleasant living environment. We have also tried to answer some questions for you on the care and use of items connected with apartment living. If you have a question, not answered in this booklet, please feel free to contact the manager.

## OFFICE HOURS

The office is open Monday through Friday from 730am – 3pm. The office is closed on Saturdays, Sundays and holidays. The office phone number is 885-2024.

Please honor Resident privacy. Do not enter the office while another Resident is present.

## TELEPHONE NUMBERS:

Property Manager – 885-2024      Resident Service Director - 885-2610 x13  
Executive Director - 885-2610 x13      Maintenance Emergency - 369-4888

Fire, Ambulance and Police – 911      EMERGENCIES ONLY  
Non-Emergency 886-8688 Fire      884-2244 Police

## GENERAL INFORMATION

This Building is owned by Cove Homes, Inc and managed by the Housing Authority of the Town of East Greenwich that is located at 146 First Avenue, East Greenwich, RI 02818.

EGHA Office Hours are from 8:30 AM to 4:00 PM, Monday through Friday.

Shoreside is a **SECURED BUILDING**. It is the Lessee's responsibility to keep this building safe and secure. As a tenant, you **MUST** not allow entry that you are not personally expecting as visitor or service personnel.

## Shoreside Apartments House Rules

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### **YOUR LEASE OBLIGATION**

The Lease is a contract between you, the resident, and Cove Homes, Inc, the Landlord. The term of the Lease is 12 months. After the initial term of the Lease residents are required to give at least a thirty, (30) day notice when vacating the apartment at this time a move out inspection will be scheduled. Failure to give proper notice will result in the loss of your security deposit.

### **RENT**

All rent is due and payable on the first day of each month. Rent not received by the fifth (5th) day of each month will be subject to a \$5.00 late charge and \$ 1.00 henceforth till rent is paid in full. All returned checks are subject to a \$35.00 fee. Checks returned for whatever reason will also be considered late. Your security deposit will not be used as rent. For everyone's safety, rent will not be accepted in cash form. Cash given to anyone will be Resident's responsibility to recover.

### **RE-CERTIFICATION**

Certification of income and allowances is required once (1) every year for residence living in subsidized housing. Each resident will meet with the Manager to discuss his or her income and expenses. Interim Certification of the rent is required any time there is a change in your income, or eligible expenses, or if there is a change in family composition. **REPORT ALL CHANGES IMMEDIATELY IN WRITING WITHIN TEN (10) DAYS OF THE CHANGE.**

### **Documents needed for Re-Certification:**

All income: Social Security, Pensions, and Wages

Assets: Current Statements from Checking and Savings Accounts

Medical: Co-Pays from all Doctors and Health Care Professionals

Medical Insurance Premiums:

HMO Receipt, Blue Cross, Blue Chip,

United Health, AARP, Ect..

Prescription / Non-Prescription Medicines ordered by your Doctor

Co-Pays for Dental Expenses, Eyeglasses, Hearing Aid Expenses

Monthly Payments your make on Accumulated Medical Bills

List of all names, address's, phone number, fax numbers of all your doctors, pharmacy's etc.

### **UNIT INSPECTIONS:**

Each year a Housing Quality Inspector will inspect your apartment for **decent, safe and sanitary condition of your unit**. You will be given ample notice of the inspection date. If you are unable to be home, you will need to sign a permission to enter form OR have an eighteen-year-old or older to provide us access your apartment.

However, the Manager may also schedule inspections at other times of the year for maintenance purposes.

## **Shoreside Apartments House Rules**

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### **CARE OF YOUR UNIT:**

1. If you line shelves and drawers, it must be done with non-contact paper.
2. Garbage disposals are to be used only when running cold water at "full blast". Continue to run the water for a few seconds after the disposal is shut off.
3. Make sure that none of the following are put into the disposal: Stones, bones, fruit pits, metal or fibrous material such as paper, cloth, tape, celery or corn silks.
4. If a disposal unit is damaged and has to be replaced because of negligent use, the Resident will be charged for the replacement.
5. Do not put sanitary napkins, disposable diapers, paper towels or any other object into the toilet. If there is a blockage caused by any such object being thrown or dropped into the toilet and a plumber needs to be called, the Resident will be charged for the call.
6. Please read your appliance operation manuals carefully before use. Foreign objects removed from the plumbing and/or appliances are not considered normal maintenance, and service and/or damage charges will be assessed.
7. Windows and window coverings:
8. Exterior window cleaning is the responsibility of project management.
9. Interior window cleaning is the responsibility of the Resident. If assistance is needed in removing or replacing windows or screens, please contact the office.
10. Please close all windows and doors when necessary to avoid possible damage from storm, rain, or other elements. You shall be responsible for all damage resulting from failure to do so.
11. All broken windows are the Resident's responsibility unless another party is responsible, clearly identified and pays for the damage. Broken windows must be replaced within two days notification by management. If not replaced, Management will replace the window and charge the Resident.
12. Window coverings are provided and are intended to lend an overall uniform appearance. These shall not be replaced without prior written approval of the Manager.

## **Shoreside Apartments House Rules**

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Cove Homes, Inc. cannot be responsible for replacing or repairing any individual's property in the event of water damage or any other damage that may ruin your belongings.

### **KEYS**

A set of keys (3) is issued to each Resident listed on the lease agreement. One key opens your apartment door (yours only), one opens your mailbox, and the gray fob opens all doors into the building. Extra keys will be provided upon written request and a deposit of \$25 per fob. Charges for lost keys will be made at the rate of \$2 per key and \$25 for the key fob. There shall be no alterations or replacement of locks without prior notification to the Manager, who must retain a mastered passkey to all premises to be used in case of emergencies and for maintenance. Should a recurring lockout problem exist, Resident may be charged **\$25.00** per lockout.

### **NOISE**

Residents shall not make nor permit any disturbing noises in the buildings, parking areas, or common areas by themselves, their families, employees, agents, visitors, or licensees, nor shall Residents permit anything to be done by such persons who will interfere with the rights, comfort or convenience of others. Please do not play, or permit to be played, any musical instrument or operate any stereo, radio, or television on the premises in such a manner as to be disturbing or annoying to other occupants in the building during all hours, and, in particular, between the hours of 9:00 p.m. and 8:00 a.m.

### **PARKING**

There is no assigned parking. Car repairs of any kind are prohibited. All vehicles in an unacceptable condition, improperly parked, abandoned, non-operational or not registered will be towed with prior notice. Trailers, boats, campers, recreational vehicles, etc., may not be parked without written permission from Management. All motorcycles, motorbikes, etc., must be parked in the parking lot – they are not to be parked outside or inside the apartment. A copy of current registration and proof of insurance is required to be always on file with Management. Residents will be given written notice and time to remove any problem vehicle.

### **MAINTENANCE**

Contact Management for repairs or maintenance during their posted office hours at the telephone number listed above, Monday through Friday. Emergency calls will be handled promptly. Residents will be charged for repairs caused by their damage or negligence by invoice from Management. The Resident will be given 30 days to pay for the damages or to begin a payment plan agreed to by Management. Resident is responsible to cooperate with Management in pest control.

### **LAUNDRY ROOM**

The laundry room is to be used at any time. Just be aware of your surrounding and neighbors. Management twice a week cleans the laundry rooms. It is the responsibility of all Residents to clean up after themselves during the interim. Spilled soap, tissues, etc. are to be cleaned from the machines, dryers, and the floors. Also, the screens on the dryer exhaust are to be left clean. Laundry facilities are provided for the use of the Residents **ONLY** and for the washing and drying of personal and household articles.

# **Shoreside Apartments House Rules**

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## **TRASH DISPOSAL**

Trash is to be disposed of inside the dumpsters, not outside the dumpsters or dumping the trash down the trash chute. All trash is to be neatly and securely contained in appropriately sized trash bags. Cardboard boxes are to be flattened and placed beside the dumpsters on the first floor. Please do not leave items outside the dumpsters or in the dumpster areas.

## **DAMAGES**

Management reserves the right to charge a resident for damages to the property as a result of negligence, carelessness, or misuse by the resident or their guests.

## **COMMON AREAS / DOORS**

No exterior door or hallway door shall be artificially stopped as to impede its automatic closing. This practice violates fire and safety regulations and is strictly prohibited.

Apartment doors are to be always closed for safety reasons.

No open containers of any alcoholic beverages are allowed in common areas. Residents are responsible for keeping entryways, railings, and surrounding areas free of clutter. Caution, care, and cleanliness in the use of common areas and facilities is the responsibility of each Resident and guest. Management reserves the right to post additional rules regarding common area facilities.

## **WEATHER**

During the Winter snow season, the Maintenance Staff report to work as soon as the conditions become safe, to make the walkways as safe as possible under the circumstances. Snowplows arrive after 2" has accumulated to open fire lanes for emergency vehicles. Sanding trucks are dispatched according to conditions. During snowstorms do not try to leave the building and move around outside unless it is necessary. Reschedule appointments to avoid traveling in unsafe conditions. Once the storm is over snowplow men will notify you when your car can be moved for final plowing of the lot.

## **INTERIOR DECORATING**

Interior decorating is left to the personal taste of the resident if there is no permanent defacing, painting, or major alteration to the apartment. When hanging mirrors or pictures, please use the smallest nail/hangers possible. Do not use adhesive type hangers. Wallpaper or Contact paper must not be applied to the wall.

## **ELECTRIC ISSUES**

The circuit breaker panel box is located within your apartment. The Manager will show you the location during your orientation tour. If an excessive amount of power is demanded, a switch in the circuit breaker box will shut off. After unplugging the cause, electrical power will return when you trip the switch to the off position, and then back to the on position.

## **INTERCOM**

The intercom in your apartment is provided for your convenience as well as your security. Before pushing the button to release the lock on the outside door, you must

Identify the person calling you (press TALK)

Press the LISTEN button to hear the person's reply

## **Shoreside Apartments House Rules**

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If you wish, press the DOOR button to allow entrance into the building.

For your safety, the buzzer system will not allow you to let anyone into the building between the early evening hours and the early morning hours. If you wish to have a visitor during those hours, you must let them in the front door by physically opening the door yourself. In case of an emergency the Fire, Rescue and Police all have 24-hour access to the building.

### **EMERGENCY CALL SYSTEMS**

For your greater safety, your apartment contains emergency call buzzers in your bathroom(s) and bedroom. When help is needed, pull the cord. An indicator light will be activated in the main lobby and a bell will ring. This will attract the attention of other residents to your apartment. The system will also notify Electronic Alarms who will then call Maintenance. Maintenance will then arrive at the building. If you know a tenant is in distress, PLEASE call 911 for help. It is important to warn visitor and children not to pull this cord unnecessarily. However, it is required by RI State Law to have all emergency pull cords hanging down.

### **ALTERATIONS AND LOCKS**

Please check with Management for acceptable methods of hanging pictures or posters to avoid excessive damage to the walls. Painting, staining, wallpapering or changing or repairing locks will not be done without the prior written permission of Management.

### **CEILINGS**

Residents are not to hang plants, lamps, mobiles, etc. or to brush, clean or otherwise disturb the ceilings for whatever reason.

### **SIGNS**

No signs, advertisements, etc., shall be affixed to any part of the premises, which can be viewed by the public.

### **SMOKE ALARMS AND LIGHT BULBS**

Each rental unit is completely furnished with operable smoke alarms and light bulbs for all fixtures. Please inform Management if smoke detector becomes inoperable.

### **STORAGE**

Bicycles and other personal effects are not to be left in the common areas of the premises except in designated areas. No gasoline, paint or other flammable materials will be stored on the premises.

### **ALCOHOL/SMOKING**

It is against Cove Homes, Inc. policy for any person to consume alcoholic beverages in the common areas of the building.

Effective January 1, 2013, a no smoking policy was instituted stating Smoking is **prohibited** in units, and common areas of the building. Smoking is only permitted in the smoking gazebo.

### **COMMUNITY ROOM**

The Community Room is for the enjoyment of all residents. And all residents are afforded equal access to the amenities management provides their Residents who want to host events of up to

## Shoreside Apartments House Rules

two hours in the community room should make a request to the management office and are Welcome to invite their guests to gather in the dining area of the community room, provided the gathering does not exceed the legal occupancy of the space. Please note: Locking the community room or posting signs attempting to limit access to invite guest only is prohibited as it is not consistent with our inclusionary policies and practices. Residents who want to keep their events entirely private and "by invitation only" should arrange some other facility. Alcoholic beverages may **NOT** be served at these functions.

### PETS

As agreed to, in the Shoreside Lease, no animal, birds, or pets of any kind shall be permitted on the property unless approved by management. Residents, who wish to own a pet **MUST** sign The Pet Policy, comply with the policy. Also, tenant must supply management a copy of the updated shot record. There is a limit of one (1) pet per family. **PETS ARE NOT ALLOWED IN THE COMMON AREAS.**

### LOCKOUTS

If you get locked out of your apartment after working hours, please call The Emergency Phone number 369-4888. A **\$25.00** charge will be billed to our account for each lock out service after the 1<sup>st</sup> lock out and all subsequent lockouts.

### MOVING DAY

The moving of your personal belongings is permitted to and from Shoreside between the hours of 8:00 AM and 3:30 PM. However, Cove Homes, Inc requires that a Moving Company supply Cove Homes, Inc. a fumigation certificate. Also, you are to contact the Manager when moving trucks arrive. Prior to move in, a Move in Inspection will be conducted.

### RENTERS INSURANCE

Loss or damage to your furnishings or personal effects in your apartment or in storage areas is not covered by our insurance. Please contact your insurance company for information on obtaining low cost of Renter's Insurance. It is the responsibility of each resident to obtain renters insurance for your personal items in your apartment. This insurance is not expensive, and it covers the cost of such damage of loss of personal property.

***WE EMPHASIZE THE IMPORTANCE OF HAVING THIS TYPE OF COVERAGE!!***

### GUESTS

You shall have the right to exclusive use and occupancy of the Apartment by the members of YOUR HOUSEHOLD who are authorized to reside in the Apartment in accordance with this lease, including reasonable accommodation of YOUR guests; provided, however, You may not provide accommodations for boarders or lodgers. The term "guest" means a person in the Apartment with the consent of a household member. However, you are required to notify this office, in writing, within 10 days of your guest's arrival. Guest(s) staying in your apartment for more than two (2) weeks or fourteen (14) consecutive or separate days in any calendar year will be considered a change in family compositions and the necessary changes will commence.



## Shoreside Apartments House Rules

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The Housing Authority of the Town of East Greenwich & Cove Homes Inc. Shoreside policy states that no adult person (s) other than those listed on the application and lease shall reside/stay in the unit other than on a temporary basis and/or **not exceeding two weeks in any calendar year**. This is to ensure that the total Tenant Payment is accurately based on the total monthly income of the household unit.

### **UNIT TRANSFERS:**

Residents who wish to transfer to a different unit must complete an application once the waitlist is open. Their name will be added to the waitlist for the type of apartment they are seeking. To transfer, residents must have completed a one-year lease in their current apartment prior to requesting a transfer within the building. Resident's current apartment must be clean, free of trash, garbage, waste, and alterations. In addition to the above-mentioned eligibility, there is a \$500 non-refundable transfer fee. If a resident is seeking to transfer to a larger or smaller unit or for reasons other than reasonable accommodation, they will be placed on the waitlist and will receive priority for the next available unit following any transfer requests due to reasonable accommodation.

### **TRANSFER FOR REASONABLE ACCOMMODATION:**

Residents who seek a transfer as reasonable accommodation for a disability will be transferred at the owners' expense if it is not an undue financial or administrative burden and provided that the transfer is an accommodation to a verified disability or medical reason. The resident must provide written documentation from a licensed physician, psychologist, clinical social worker or other licensed health care professional stating that such an accommodation is necessary for the resident's verified disability or medical reason. In this case, the \$500 transfer fee will be waived. Transfer for reasonable accommodation **does not** include factors of view, noise, or apartment location when these factors are not related to the disability. Those seeking transfer for reasonable accommodation will take precedence on the waitlist. All other requests will occur in chronological order by the date the request was received.

# **Shoreside Apartments House Rules**

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## **HOW TO PROPERLY USE 911**

### **WHAT IS 911? "-**

911 is the telephone number to call at any time (24 hours a day for emergency help (Police-Fire-Medical). You can call 911 throughout Rhode Island.

### **WHEN SHOULD YOU CALL 911?**

Only in emergency situations for police, fire or medical needs

### **WHAT IF YOU DO NOT KNOW WHO TO ASK FOR OR WHERE YOU ARE?**

Just call the 911 emergency number and answer all questions and dispatcher will ask of you. He or she will determine what type of emergency help you need, and your exact location will appear on the computer screen at the 911 communications center.

## **PROCEDURE FOR REPORTING A CRIME TO THE POLICE:**

When reporting a crime, give police the following information:

- 1) Identify yourself-Name, Address & Phone Number
- 2) Type of crime - Burglary, Assault, Suspicious person or vehicle, etc.
- 3) Crime - Is the crime "IN PROGRESS" (Call 911) If the crime "HAS OCCURRED" (Call Police Department
- 4) Where? - Be as specific as possible.
- 5) Description of suspect - Height, Weight (Approx.), whether they are armed or not, How many? Etc.
- 6) Description of Vehicle - color, year, make, model
- 7) Direction of Travel - street name plus: North, South, East, and West.

The more information you are able to give the police, the chance they have of apprehending the perpetrator.

## **PROTECTING PERSONAL PROPERTY AUTOMOBILES**

Did you know???

- RI is among the leading states for theft of automobiles nationwide?
- The Ocean State has some of the highest insurance rates in the Northeast!
- 40% of cars stolen have keys in the ignition? \* 80% of all cars stolen are unlocked?

Your automobile is probably your one possession that is the most vulnerable to be stolen, vandalized, or be broken into. A few precautions will help to deter vandals or thieves:

## Shoreside Apartments House Rules

1. Whenever possible, park your car in the most well lit location. Also, try to park your vehicle in the area where there is the most activity. Vandals and thieves will tend to work in areas where they are less likely to be caught.
2. Never leave valuables (packages, clothing, tapes, radios, etc...) in the cab of the car. If you must leave anything of value in the car, put it in the trunk, where it will not be seen.
3. Always lock the car and roll up the windows when you park, and never leave your car running and unattended, even for a minute.
4. While driving, the doors, should be locked and the windows up if possible. Never roll down your window all the way to talk to anyone who comes up to your car while you are stopped or parked.
5. Protect your car from theft by investing in the "Club" or some other similar device. Car alarms are available at reasonable cost. If you install an alarm be sure to have the warning notices placed in a prominent location. Whatever device you choose, use it every time you park your car.
6. Never leave the title or registration in the glove compartment.
7. Have your Vehicle Identification Number (VIN) etched into all your cars windows. While this will deter most car thieves, it will also be helpful to the police in the recovery of your vehicle if indeed it is stolen. Call your local police department for information.

### PERSONAL SAFETY

1. When you leave your apartment for a walk or drive, take only money of credit cards you will need. Never carry all of your money or all of your credit cards with you.
2. Handbags should be held tightly, and close to you. If you are making several stops or purchases, keep some money or credit cards in the pockets of your clothing. If you show off a large amount of cash you are inviting theft.
3. If a thief grabs your handbag, let it go. You can replace it. You could get seriously injured fighting to keep it. This informational sheet can't cover all possible situations you may encounter. Please use common sense in protecting yourself and your property.

### WELCOME HOME

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Tenant Selection Plan

## Shoreside Apartments

300 Sixth Ave.

East Greenwich, RI 02818

Revised 12/7/2022



**Preface:**

**Shoreside Apartments is owned by Cove Homes, Inc and managed by The Housing Authority of the Town of East Greenwich.**

The purpose and mission is to provide safe, sanitary, affordable supportive housing for the elderly and qualifying non-elderly persons with disabilities. The facilities and recreational services, on an as funded basis, are available to eligible persons without regard to race, color, religion, sex, age, familial status, sexual orientation, national origin or disability.

**Reasonable Accommodation:**

It is the intention of Shoreside Apartments to make 'reasonable accommodations' both in the application process and residency in accordance with HUD Handbook 4350.3 and especially with regards to Section 504 of the Rehabilitation Act of 1973 and the Fair Housing Act and other relevant civil rights laws and statutes. This also includes taking reasonable steps to ensure meaningful access to information and services we provide for persons with LEP (Limited English Proficiency).

**Application Process:**

Families wishing to apply for any of the Authority's programs are to fill out an application during such times that applications are being accepted. If the wait list is closed and the Authority decides to open the wait list, the Authority will publish the application date(s) and program for which applications are opening in the East Greenwich Pendulum, The Providence Journal, and publications marketed to ethnic minorities and/or broadcast media marketed to ethnic minorities. The publication will also specify the location from which applications are mailed and a means of request. Generally, applications will be taken at the Housing Authority of the Town of East Greenwich and or the Main Office on 300 Sixth Ave. (on site).

Prospective applicants can obtain an application as stated in the newspaper advertisement. When an incomplete application is received the applicant will have 10 days from date of the letter requesting required documents to provide the Housing Authority with more information. If the required documents are not received within 10 days of the date of the request letter, then the application will be considered ineligible, and the applicant may request a new application if the waitlist is open.

**Acceptance of Applications:**

Any family requesting an application for Section 8 assistance will be given the opportunity to fill one out as long as the wait list is open, and the Housing Authority is accepting applications. The application must be dated, time stamped, and referred to the Authority's office for processing. Applications are dated and time stamped when the Housing Authority receives them.

Individuals who have a physical impairment may make special arrangements to complete their application.

### **Opening and Closing Wait List:**

Wait lists may be closed completely if there are more applicants than we can reasonably expect to house in the next 12 months.

#### **Reopening the List:**

If the waiting list is closed and the Housing Authority decides to open the waiting list, the Agent shall publicly announce the opening in the manner described in our Affirmative Fair Housing Marketing Plan.

This action is taken via the following procedures:

- (1) Notice in a newspaper of general circulation.
- (2) Posting such notice in plain view in the applications office.
- (3) Notice published in minority media publication or other media outlet in the Authority's jurisdiction.

### **Preference and Waiting List:**

#### **Preferences Plan**

The following preferences and date of application determine an applicant's position on the wait list.

##### **Residency Preference**

A residency preference shall be given to an applicant who is a bona fide resident of the Town of East Greenwich or who is actively engaged in full time employment (Or has been notified that they have been hired to work) in the Town of East Greenwich at the time the application was filed.

##### **Local Preference:**

A local preference is given to an applicant who has been displaced by a Government Action, which includes displacement by a Group Home.

##### **Veterans Preference:**

The Veterans Preference shall further be ranked in the following order:

1. Disabled Veterans Preference shall be given to veterans and family members of a disabled veteran whose disability has been determined by the Veteran's Administration to be service connected.
2. Families of a deceased veteran
3. All other veterans

Applicants claiming a Veteran's Preference must provide a copy of the discharge documents of the veteran for whom the preference is claimed. The Veteran's Preference is only applicable to veterans and/or immediate families of veterans who were discharged under circumstances other than dishonorable.

### **Selection Plan**

Applications will be selected in the following order applying local preference.

1. Local Preference
  - a. Date & Time of application

### **Updating Waitlist**

The Authority shall contact applicants in writing once annually to update applicants' continued interest in remaining on the waiting list. Refusal to respond to the request letter by the applicant shall result in the withdrawal of the application from the wait list. The applicant has ten days to respond.

Upon re-opening the wait list, the Authority shall publicly announce in local newspapers, including minority papers, the new date of application taking.

All applications received by the Authority shall be date and time stamped upon receipt.

In the event no applicant on the waiting list is available to occupy a housing unit, the Executive Director shall take such steps as are necessary to find an eligible tenant for the unit.

### **Notification to Applicants**

All information from each applicant must be certified to be true, signed by all adult family members of the family, and be verified by the Housing Authority Staff. False information shall be grounds for rejecting the applicant. Knowledge of false information shall execute appropriate releases permitting the Housing Authority staff to obtain information from all sources. Failure to promptly execute such releases shall render an applicant ineligible for housing. Any information relative to the acceptance or rejection of an applicant shall be documented and placed in the applicant's file. This may include reports of interviews, letters, or telephone conversations with reliable sources. At a minimum, these reports shall include the date, the source of information, including the name and title of the individual contacted and a summary of the information received.

Sources of information include, but are not limited to, the applicant (through interviews and/ or home visits), landlords, employers, credit bureaus, family, schools, social workers, parole officers, court records, drug treatment centers, clinics, physicians, the police department and income tax returns.

The Housing Authority shall promptly notify any applicant determined to be ineligible, in writing, of such determination, with the reasons therefore, and of his or her rights. The family will be notified that they have fourteen (14) working days from notification of ineligibility to request an informal hearing with Housing Authority in order for the applicant to make an appeal. In the event of the receipt of unfavorable information, consideration may be given to the time, nature and extent of the applicant's conduct and to factors that might indicate a reasonable probability of future conduct or financial prospects, such as:

1. Evidence of rehabilitation

2. Evidence of applicant family's participation in social services or other appropriate counseling programs
3. Evidence of the applicant family's willingness to attempt to increase family income and the availability of training or employment programs within the South County area.

The eligible applicant will be offered a suitable unit, in writing. The applicant will have (14) days to notify the Authority of acceptance. If the applicant fails to respond within the prescribed period of time, the applicant's name will be removed from the waitlist, unless documented evidence is provided that the applicant was unable, due to health reasons, to comply with the deadline requirements.

If the applicant refuses a unit, the applicant must respond in writing to have their name go to the bottom of the waiting list.

However, if an applicant refuses a unit the second time, the applicant then will be removed from the waitlist.

Housing Authority will notify the applicant promptly and indicate:

1. If the applicant is approved for admission, the approximate date that the family could be offered a unit (to the extent a date can be estimated).
2. If the applicant is not approved for admission, the reason (s) for that determination will be provided; and if requested by the applicant, Housing Authority will arrange an informal hearing within a reasonable period of time after the applicant has requested the hearing. Selection Standards include the following:
  - a) An applicant's past performance in meeting financial obligations, especially rent:
  - b) All qualified applicants, at the time of in person interviews, will be requested to submit list of previous landlords for examination by the staff for the purpose of verifying residence, rental amount and timely payment history. Verification will be obtained also from the current landlord verification form. The exception to this is qualified applicants who have been residing with friends or relatives and have no prior leasing experience for the last year or more. Such applicants will be afforded like treatment as other applicants.

Those applicants whose receipts evidence a late payment record (more than ten days past due on two or more occasions over the last year) may be rejected on the basis of poor payment habits.

All available credit references will be checked without charge to the applicant. The following items will be considered evidence of unfavorable credit reference, and may serve as the basis for rejection:

1. Families/persons with more than two accounts rated 120 days or more past due within the past year, or
2. Families/persons with two or more outstanding collections at the time of initial application and or collection records for non-payment of rent within the past year, or



3. Families/persons with one or more outstanding civil judgments or civil suits within the past year at the time of application for matters other than non-payment of rent, or
4. Families/persons who have filed bankruptcy within the past year unless said bankruptcy, the result of a medical catastrophe or part of a divorce or legal separation agreement.

Those applicants who have an unsatisfactory credit rating, as indicated above, or who have been late in rent payments on two or more occasions within the past year, will not be considered ineligible if the reason for such rental delinquency or unfavorable credit is due to that applicant family paying in excess of 50% of their income for rent. In such instances, those families shall be afforded like treatment with consideration given to other screening criteria.

All credit shown in the report issued by the local credit bureau will reflect positively or negatively on the both spouses in the absence of divorce and/or other legal documentation, brought to the attention of Housing Authority by the initiation of the applicants, which clearly separates the parties' credit responsibilities.

In the case of unfavorable credit references, the responsibility of Housing Authority is limited to informing applicant families that their eligibility has been rejected based on confidential information received from the local credit bureau. Housing Authority is, of course, agreeable to reappraise a credit report forwarded to Housing Authority by the credit bureau on behalf of the applicant, which encompasses certain corrections or additions made in that report as a result of action taken, directly by the applicant with the credit bureau. The application is, however, considered rejected until updated information is received from the credit agency. Waiting List priority or preference is suspended until such time of receipt. This suspension is limited to thirty days following date of issuance of the credit reject letter. Other qualified applicants will be contacted for the available unit during this suspension. If the application process for another qualified applicant results in the possibility for leasing before a rejected applicant's record is satisfactorily corrected, a lease will be executed for the applicant and the reinstated applicant will be leased the next available unit of proper size.

Qualified applicants who have no prior leasing experience of their own and no credit or stable employment history will be given all due consideration regarding personal references and home visits. If an applicant is living with a relative and pays rent, verification shall be obtained from the relative's Income Tax Return.

Applicants who evidence a steady income from employment or other sources, such as AFDC, Social Security and/or pensions, will be afforded like treatment. Female heads of households and male heads of households will similarly be afforded like treatment.

Applicants who are working shall supply an Income Tax Return as income verification.

#### Social Security Numbers

Effective January 31, 2010, a valid Social Security Number (SSN) must be furnished by applicant members prior to being housed and by existing tenants. Exceptions to this requirement include: 1. Individuals who do not contend eligible immigration status where prorated assistance is applicable for mixed families. 2. Individuals age 62 or older as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010. Applicants 62 and older who received federal housing assistance at another federally assisted property prior to January 31, 2010, are also exempt from the SSN disclosure. This must be verified by receiving a copy of form HUD-50059 or 50058 from the previous assisted property, with an effective date on or before January 31, 2010. 3. Households must also provide

documentation of a SSN for household members age six (6) or under prior to initial certification. If the household member age 6 or under does not have a SSN, the O/A will provide the household with form SS-5, Application for a Social Security Card, and allow 90 days for the household to obtain and provide verification of the SSN. An additional 90 days may be granted for extenuating circumstances as outlined in the final HUD rule. 4. Applicants do not need to provide verification of their SSN to remain on the waiting list. However, the verification needs to be provided prior to initial certification. If the household cannot provide the verification (with the exception of a household member who does not declare eligible immigration status) within 90 days, they will be removed from the waiting list. 5. Existing residents who have not previously provided a SSN must do so at the first full certification effective February 1, 2010 or thereafter (annual or interim). Exceptions to this requirement are listed in section 1 and 2 above.

**Eligibility and Denial of admission for criminal activity or drug abuse by household members.**

- Required denial of admission

Persons evicted for drug-related criminal activity. Applicants prohibited from admission to housing for ten years from the date of the eviction if any household member who has been evicted from federally assisted housing for drug-related criminal activity. However, Housing Authority may admit the household if the Housing Authority determines:

- The evicted household member who engaged in drug- related criminal activity has successfully completed a supervised drug rehabilitation program approved by the EGHA; or
- The circumstances leading to the eviction no longer exists (for example the criminal household member has died or is imprisoned).

Persons engaging in illegal use of a drug. Applicants are prohibited from admission to the program if:

- (a) Repeated (two or more) violations of prior lease agreements, as verified by prior landlords.
- (b) Police involvement and/or arrest and/or police involvement of the applicant or member of applicant family once or conviction of the applicant or member of the applicant family within the prior 120 months for drug related activity or violent criminal activity.
- (C) The Authority determines that any household member is currently engaging in illegal use of a drug (for purposes of this section, a household member is 'currently engaged in' the criminal activity if the person has engaged in the behavior recently enough to justify a reasonable belief that the behavior is current); or
- (d) The Authority determines that it has reasonable cause to believe that a household member's illegal use or pattern or illegal use of a drug may threaten the health, safety or right to peaceful enjoyment of the premises by other tenants.
- ( e ) The Authority prohibits new admissions and continued occupancy for federally assisted housing of medical marijuana users.

Drug related activity is defined as the manufacture, sale, use, or distribution, or the possession with intent to manufacture, sell, use or distribute a controlled substance (as defined in the Controlled Substance Act).

Applicant family must not engage in drug-related or violent criminal activity, including criminal activity of any family member.

Violent criminal activity includes criminal activity that has as one of its elements the use, attempted use, or threatened use of physical forces against the person or Housing Authority of another.

Current use of controlled substance by the applicant family is grounds for denial of admission to Public Housing

Conviction of an applicant, or member of an applicant family, for possession of an unregistered firearm or possession of an illegal weapon.

Felony Conviction with the past ten years of applicant family

The applicant family must not engage in the abuse of alcohol, which interferes with the health, safety or right to peaceful enjoyment of the premises by other residents. Examples of such activities which interfere with the health, safety or right to peaceful enjoyment include but are not limited to: Drunk and disorderly conduct, harassment, stalking, threats to other persons of physical violence or intimidation, breaking and entering, assault and hate crimes. These activities shall be verified by local, state or national criminal records and include incident reports, arrests and convictions.

The applicant family must not have a pattern of controlled substance abuse or alcohol abuse, which interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents. Examples of such, activities which interfere with the health, safety or right to peaceful enjoyment include but are not limited to: drunk and disorderly conduct, harassment, stalking, threats to other persons of physical violence or intimidation, breaking and entering, and assault. These activities shall be verified by local, state or national criminal records and include incident reports, arrests and convictions.

The applicant shall not be accepted as a tenant if after a BCI check it has been determined that he/she and/or family member is a habitual criminal.

The Authority shall not waive this condition of eligibility for applicant families who, through a pattern of controlled substance or alcohol abuse, are, in the determination of the HA, a habitual abuser of alcohol or controlled substances and represent a threat to the safety and health of other residents.

Housing Authority shall perform criminal checks, prior landlords' inquiries, and other relevant verifications on all applicants to determine ability to comply with the lease conditions.

**Persons convicted of methamphetamine production.** Applicants are permanently prohibited for admission to the housing program if any household member has ever been convicted of drug-related criminal activity for the manufacture or production of methamphetamine on the premises of federally assisted housing.

**Persons subject to sex offender registration requirement.** Applicants are prohibited admission to the housing program if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program. In the screening of applicants, the Authority must perform necessary criminal history background checks in the State where the housing is located and in other States where household members are known to have resided.

**Home Visits:**

A Home Visit and prior landlord references will determine an applicant's capacity to demonstrate that they are capable of caring for the unit. All applicants are required to successfully pass a Home Visit unless extenuating circumstances prohibit it. Home Visits shall be conducted for applicants within a thirty-mile radius of the property.

Applicants who fail a Home Visit or receive an unacceptable home care reference from one or more landlords shall be denied program participation.

An applicant or member of an applicant family who requires a service or accommodation to be able to care for the unit shall be afforded the opportunity to obtain the service or supply the accommodation. In cases where the accommodation shall not cause undue financial and administrative burden to management, nor result in fundamental alteration in the nature of the program administered, Housing Authority shall provide such reasonable accommodation. An applicant or member of an applicant family who has been determined to require such services or accommodations shall be responsible for securing the services and supplying the accommodations where it has been determined that Housing Authority would incur a financial hardship, administrative burden, or would experience a fundamental alteration in the program.

Refusal to provide services or supply accommodations on the part of the applicants is grounds for rejection of program participation.

An applicant's ability and willingness to cooperate with management.

The family shall execute the necessary certification indicating each family member's citizenship or eligible immigration status. If a family member has declared eligible immigration status, s/he shall supply the necessary verification documents and authorize primary (and secondary, if needed) verification through the INS SAVE system. Applicants who have no family members with eligible immigration status shall be denied assistance, after exhausting all appeals. Assistance to an applicant may be delayed only after the conclusion of the INS appeals process. Assistance cannot be denied until after the conclusion of the Authority's informal hearing process, if requested by the family. Applicants who verified to include mixed family status (members of the family who are both eligible and not eligible) shall be offered prorated assistance, after exhausting the appeals and informal hearing procedures, in accordance with the formula requirements prescribed in 24 CFR Part 912.

Applicants who are non-citizens 62 years of age or older shall be required to declare their eligible immigration status and proof of age document.

All applicants and residents shall be required to provide complete and accurate information and execute all forms required by Housing Authority to determine eligibility and other factors affecting residency. Information requested by Housing Authority shall be provided within ten days of request and additional ten-day period will be granted as an extension. Failure or refusal to comply with Housing Authority is grounds for denial of program participation or eviction.

The Authority shall require each adult applicant member execute a third-party verification form to send to area drug rehabilitation facilities as part of routine screening for use of an illegal controlled substance, if warranted.

## **Screening Procedures:**

### **BCI Check**

A BCI check within the State of Rhode Island will be conducted, Rhode Island Court Connect, as well as criminal check with the local police department. If the results of a preliminary BCI shows a 'possible match' and applicant fingerprint card **MUST** be completed and submitted to the Federal Bureau of Investigation (FBI) for a national criminal history background check (NCIC).

Reason for rejection:

1. Illegal uses or pattern of use of drugs and/or violent criminal activity or felonies act, which would interfere with the health, and safety of other residents
2. Applicant name will be kept on file for 3 years at which time notwithstanding any other acts as stated in #1 above, the applicant will be offered a unit in compliance with Section III of this policy and HUD regulations.

### **Credit Check**

Reason for rejections:

1. Current nonpayment of debt without evidence of attempt to rectify the poor credit history.

### **Current Landlord Check**

Reason for rejection:

1. Applicant is poor rent payer, does not comply with the basic rules of tenancy, does not comply with the lease agreement or the Federal and/or State laws, where applicable or applicant interferes with the health and safety of their neighbors.

### **Previous Landlord Check**

Reason for rejection:

1. Applicant was poor rent payer, has a poor history of compliance with the basic rules of tenancy, did not comply with the lease agreement or the federal and/or State laws, where applicable or applicant interferes with the health and safety of their neighbors.

### **Home visit**

Reason for Rejection:

1. Home is not decent, safe, or sanitary due to issues within the applicant's control. Neighbors complain about noncompliance with rules of tenancy and/or interfere with health and safety of the neighbors.

## **Other check**

Reason for rejection:

1. Non-payment of rent, rental schedule shows continuous late payments, rental schedule shows continuous charges for damages, eviction within past five years for drugs, negative report regarding compliance with Federal and/or State laws, where applicable or applicant interfered with the health and safety of their neighbors.

In all cases of ineligibility determination, the applicant will be afforded the opportunity to request an Informal Hearing on the determination and provide the opportunity for the applicant to dispute the accuracy and relevance of the record.

This applicant family must not engage in the abuse of alcohol, which interferes the health, safety or right of peaceful enjoyment of other residents.

- Example:
- 1) Drunk and disorderly conduct
  - 2) Harassment
  - 3) Stalking
  - 4) Threats to other persons of physical violence or intimidation
  - 5) Breaking & Entering
  - 6) Assault& hate crimes

There applications shall be verified by local, state, or national records and incidents reports, arrests and /or convictions.

In all cases the East Greenwich Housing Authority will comply with all U.S. Department of Housing & Urban Development regulations.

Management also follows the VAWA Policy along with the letter of rejection. Notice of Rights and a copy of VAWA is also, sent to the applicant.

Tenants information is kept confident in accordance with VAWA.

### **Mitigating Circumstances or Reasonable Accommodation**

If an applicant with a verified disability is unable to satisfy the property's selection standards, they are entitled to considerations that could accommodate any special needs.

Mitigating circumstances would be verifiable facts that would outweigh information already gathered in the screening process. Staff must document the improvement in the specific screening standard before giving further consideration to the applicant. The verifier must corroborate the reason given by the applicant for past unsuitable behavior and indicate that the behavior has improved.

If the evidence of mitigating circumstances presented by the applicant relates to a change in medical condition or course of treatment, Housing Authority shall have the right to refer such information to persons qualified to evaluate the evidence and verify the mitigating circumstance. Staff shall also have the right to request further information



reasonably needed to verify the mitigating circumstance, even if it is of a medically confidential nature. If the applicant refuses to give access to such further information, Housing Authority will give no further consideration to the mitigating circumstance.

Staff will keep in mind those applicants with a handicap or disability that may, for example, be unable to care for a current apartment alone, may still qualify as able to comply with the Lease if he or she can demonstrate that assistance with caring for the unit has been secured. Such assistance can include a Live-In Attendant, friend or family member, chore service, etc. It is the responsibility of Housing Authority to determine whether the assistance will enable the applicant to meet the screening criteria.

If some form of assistance is necessary, staff shall verify that a reasonable accommodation has been secured with the provider. Other reasonable accommodations Housing Authority may consider in appropriate situations shall include adjusting the location of services to an accessible location, modifying policies or practices. Where necessary and verified, Housing Authority may perform structural modifications to housing or non-housing facilities for applicants with a verified disability. Under no circumstances may such an arrangement be continued longer than necessary or permitted only for the convenience of the tenant. This provision is applicable both for admission as well as continued occupancy and is not restricted to elderly families.

Such accommodations must not cause an undue financial and administrative burden to the Housing Authority nor result in a fundamental alteration of the nature of the housing program, such as individually prescribed devices or services.

Prior to execution of the Lease Agreement, all adult family members shall be required to attend the Resident Orientation Session and execute a form indicating they have attended and understand the rights and requirements of residency at the property. Among the items covered in the Resident Orientation session shall be:

- The Lease, including Security Deposit
- Rent collection procedures and late charges
- Re-examination procedures
- Interim adjustments to rent
- Maintenance procedures
- Unit inspection
- Use of premises
- Other rules of occupancy
- Responsibilities of residents
- Role of Resident Association
- Transfer Policy
- Pet Addend

### **Eligibility Requirements**

Housing Authority shall consider eligible applicants who, at the time of application, meet all of the following conditions as outlined by HUD regulations and who have submitted complete applications for housing. The following criteria shall be utilized to determine an applicant's eligibility.

1. Who qualifies as a family or single person.
2. Whose gross income does not exceed the HUD determined applicable income limits for admission.
3. Who are Citizens or Non-citizens who have eligible immigration status in compliance with 24 CFR Part 200.
4. All Adults in each applicant family must sign an Authorization for Release of Information prior to receiving assistance and annually thereafter.
5. The unit for which the family is applying must be the family's only residence.
6. The applicant agrees to pay the rent required by the subsidy program.  
  
\$25.00 minim rent is required
7. All information reported by the family is subject to verification.
8. Who have not committed any Fraud in any Federal Housing Assistance program.
9. The applicant family shall be ineligible for admission to housing if any family member has been evicted from housing, Indian housing, Section 23 or any Section 8 program because of drug related criminal activity. The five-year period shall start on the date of the eviction.

a. Repayment agreement must be paid in full.

Drug related criminal activity is defined as the illegal manufacture, sale, distribute, use or possession with intent to manufacture, sell, distribute, or use a controlled substance.

10. The applicant shall be permanently denied housing if any applicant household member has been convicted of manufacturing or producing methamphetamine.
11. Housing Authority may lease a unit to a local police officer, who would otherwise be ineligible, as part of the Management's comprehensive security program.

### **Live in Attendants**

Family may include a live in attendant who:

1. Has been determined by the Housing Authority to be essential to the care and well being of an elderly, handicap, or disabled family member; and
2. Is not obligated for the support of the elderly, disabled or handicapped member; and
3. Would not be living in the unit except to provide care for the elderly, handicapped or disabled family member; and



4. Whose income shall not be counted for the purposes of determining eligibility or rent; and
5. Who may not be considered the remaining member of the family
6. After the tenant has left the unit that the attendant was attending to, the care attendant is required to move from said unit immediately, but not to exceed 30 days

Relatives may be considered as a live-in attendant, but they must meet the above criteria. To determine whether a live in attendant is essential to the care and well-being of the - elderly, handicapped or disabled person,” the Housing Authority will send third party verification to a reliable medical source familiar with the applicant. The letter will seek verification of the services the attendant needs to provide to make the attendant essential and why he/she is needed.

Once eligibility has been determined based on the criteria set forth by the HUD regulations, Housing Authority will evaluate each applicant to determine eligibility utilizing resident screening criteria. Housing Authority will deny admission to any otherwise eligible applicant whose habits, conduct or practices in present or prior housing has been such as would likely interfere with other residents as to diminish their enjoyment of the premises by adversely affecting their health, safety or welfare, or by adversely affecting the physical environment or financial stability of the Housing Authority if the applicant were admitted to the property.

#### **Citizenship OR ELIGIBLE IMMIGRATION STATUS**

The Family shall execute the necessary certification indicating each family member's citizenship or eligible immigration status. If a family member has declared eligible immigration status, she/he shall supply the necessary verification documents and authorize primary (and secondary, if needed) verification through the INS SAVE system.

Assistance to an applicant may be delayed only after the conclusion of the INS appeals process. Assistance cannot be denied until after the conclusion of the Authority informal hearing process, if requested by the Family. Applicants who are verified to include mixed family status (members of the family who are both eligible and not eligible) shall be offered prorated assistance, after exhausting the appeals and informal hearing procedures, in accordance with the formula requirements prescribed in 24 CFR Part 912.

The Authority shall grant a 120-day extension for applicants who claim eligible immigration status and do not have their original documentation. Upon the conclusion of the extension, the Authority reserves the right to deny assistance if an original form of documentation has not been secured.

#### **MANDATORY SOCIAL SECURITY NUMBERS**

Families are required to provide Social Security Numbers for all family members prior to admission, if the Social Security Administration has issued them a number.

All members of the family defined above must:

1. Submit a copy of their Social Security Card (or other appropriate documentation as outlined below); or
2. Sign a certification if they do not have a Social Security Number. If the individual family member is younger than 18, the certification must be signed by his/her parent or guardian. If the individual obtains a Social Security Number, it must be disclosed at the next regular annual reexamination.

3. Applicants and tenants must disclose SSNs for all household members, except those who do not contend eligible immigration status, and tenants age 62 or older as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010, and provide verification of the complete and accurate SSN assigned to them

Verification will be done through the provision of a Social Security Card issued by the SSA or other documentation listed below, including:

1. Driver's License
2. Identification Card issued by a Federal, State or local agency, identification card issued by a medical insurance company, earnings statements or payroll stubs, bank statements
3. IRS form 1099 Benefit award notification letter from government agencies Unemployment benefit letter, Retirement benefit letter, Life Insurance policies, Court records such as real estate, tax notices, marriage and divorce, judgment or bankruptcy records.

Applicants may not become participants until the documentation is provided.

New family members will be required to verify or certify their SSN information when the family reports the change in the family composition, whether it is an annual reexamination or interim adjustment.

#### **Eligibility of Students for Assistance**

Housing Authority must determine a student's eligibility for Section 8 assistance at:

1. Move In
2. Annual Recertification
3. Initial Certification
4. Interim Recertification if one of the family composition changes reported is that a household member is enrolled as a student.

Section 8 assistance shall not be provided to any individual who:

1. Is enrolled as either a part time or full time student at an institution of higher education for the purpose of obtaining a degree
2. Is under the age of 24
3. Is not a veteran of the United States Military
4. Does not have dependent child
5. Is not a person with disabilities, as such terms is defined in the 3(b)(3)(E) of the United States Housing Act of 1937 (42 U.S.C. 1437 a (b)(3)(E) and was not receiving section 8 assistance as of November 30, 2005

6. Is not living with his or her parents who are receiving Section 8 assistance; and
7. is not individually eligible to receive Section 8 assistance and has parents who are not income eligible to receive section 8 assistance. INCOME TARGETING

It is the objective of the Housing Authority to achieve and maintain a resident community whose incomes reflect a broad range at each development.

The method through which the Housing Authority intends to accomplish this objective is as follows:

- Affirmative marketing and outreach programs.
  - The community shall be made aware of the availability of the housing assistance programs. The Housing Authority will initiate a publicity campaign through announcements to news media and other media forms as determined necessary. The Housing Authority shall also send notices to be posted in social service agency offices and advocacy groups for the elder and disabled populations.

Wait list in order to achieve income mix goals, as follows:

The Housing Authority 40% of families do not exceed 30% of AMI 60% of families do not exceed 80% of AMI

Income Targeting:

Housing Authority will reserve a minimum of 40% of its units for new admissions for families whose income does not exceed 30% of the AMI.

Income targeting EGHA will reserve a minimum of 75% of its new admissions for families whose income does not exceed 30% of AMI

#### **Income-Target Applicants**

##### **Method 1**

Admit only extremely low-income families until the 40% target is met. In chronological order, Housing Authority will select eligible applicants from the waiting list whose incomes are at or below the extremely low-income limit to fill the first 40% of expected vacancies in Shoreside Apartments. Once this target has been reached, admit applicants in waiting list order.

##### **Method 2**

Alternate between the first extremely low-income applicant on the waiting list and the applicant at the top of the waiting list. To implement this method, owners select the first extremely low-income applicant on the waiting list (which may mean "skipping over" some applicants with higher incomes) for the available unit, and then select the next eligible applicant currently at the top of the waiting list (regardless of income level) for the next available unit. As subsequent units become available, tenant selection continues to alternate between the next extremely low-income applicant and the eligible applicant at the top of the waiting list until the 40% target is reached.

**NOTE:** It is possible that:

Selection of the "next extremely low-income applicant" may result in selecting the applicant at the top of the waiting list; or

Selection of the "eligible applicant at the top of the waiting list" may result in the selection of an extremely low-income family.

### **Income Limits**

HUD 2022 income limits, updated to stay current with HUD Limits

Effective upon Approval

	1 Person	2 Persons	3 Persons	4 Persons
30% Extremely Low	20,300	23,200	26,100	29,000
50% Very Low	33,850	38,700	43,550	48,350
80% Low	54,150	61,900	69,650	77,350

### **OCCUPANCY STANDARDS**

Dwelling units are to be leased in accordance with the standards set forth below (except that such standards may be waived if deemed necessary by Housing Authority to achieve or maintain full occupancy, in which case a family may be temporarily assigned a larger unit size than required):

Person per Household

Bedroom Size	Minimum	Maximum
1	1	1 2
2	2	4

No more than two persons shall occupy a bedroom.

A live-in care attendant who is not a member of the family shall not be required to share a bedroom with another member of the household.

Families temporarily assigned a larger unit size in order to achieve or sustain full occupancy will be transferred to the proper unit size as soon as one becomes available. Families with a disabled member may require a larger unit size. The household may apply for and obtain such a unit as an Authority's reasonable accommodation. Families occupying a mobility accessible unit who do not require the features of the unit shall be required to transfer if a family with mobility impairment needs the features of the unit. The same policy shall be adhered to for families with a visual or

hearing impairment. Transfers or reassignments to other units shall be made without regard to race, color, handicap, or natural origin as follows:

1. Transfers shall be made to correct over-housing or under-housing with under-housing having priority over over-housing.
2. Residents shall not be transferred to a unit of larger size unless the Housing Authority has verified medical need for larger unit. Residents shall be given 30 days in which to move. Failure of a resident to accept a transfer to an appropriate size unit may result in termination of their lease and eviction.
3. Families who request a unit transfer must pay a onetime \$500 transfer fee. This fee may be paid in twelve, equal, monthly payments of \$41.62 and the family must execute a Payment Agreement.

Families are required to move because of family composition changes causing over-housing or under-housing will incur all moving costs including but not limited to mandatory use of a licensed/bonded moving company.

#### **ANNUAL REEXAMINATIONS**

- A. The status of each resident family is to be re-examined at least once per year in accordance with an established re-examination schedule. However, at the discretion of management, re- examination may be scheduled more often than once per year.
- B. The Authority requires a written application for continued occupancy from each family, as well as a completed Personal Declaration Form and an Authorization for Release of Information Form, signed by all adult household members. These documents will provide the necessary information to enable the Authority to determine:
  - (1) whether the family meets the requirements of eligibility for continued occupancy; and
  - (2) the rent to be charged; and
  - (3) the unit size required.

At the first annual reexamination after June 19, 1995 residents shall execute the necessary certification indicating each family's member's citizenship or eligible immigration status. If a family member has declared eligible immigration status, s/he shall supply the necessary verification documents and authorize primary (and secondary if needed) verification through the INS SAVE system. Based upon the verifications received from INS, and after exhausting the appeals process, families shall receive one of the three types of assistance:

- 1) **Continued assistance** – Received by families with citizenship or eligible immigration status or received by a mixed family with the Head or Spouse having eligible immigration status, and the family is receiving assistance on 6/19/95, and the family has no members with ineligible immigration status other than Head, Spouse, children of Head or Spouse, or parents of Head or Spouse.
- 2) **Prorated Assistance** – Offered to mixed families and based on the statutory formula 24 CFR Part 912.

- 3) **Temporary Deferral of Termination of Assistance** - Received by families who refuse prorated assistance; such temporary deferral allows families an opportunity to locate and secure “affordable” housing which does not exceed the current rent including utilities plus 25%. The Housing Authority shall grant temporary deferral in six-month increments and shall require monthly progress reports from the family regarding their affordable housing search. At the end of the six month increments, which cannot exceed a total deferral of three years, if the family has made a concerted effort to obtain affordable housing, as verified, and has been unable to secure such housing, then the Authority shall grant the family continued prorated assistance, in accordance with the calculation formula in 24CFR Part 912:

Step One:  $\text{HAP} \times \frac{\text{percentage of Eligible Family Members}}{\text{Total Family Members}} = \text{adjusted HAP}$

Step Two:  $\text{Contract Rent} - \text{adjusted HAP} = \text{Tenant Rent}$

The Authority shall authorize the accurate type of assistance for those families who have complied with the HUD regulatory requirements and PHA administrative policies. Families found to have violated the lease, not maintained the unit in decent, safe, and sanitary condition, have failed to cooperate with management, or who have not paid their rent within the lease requirements shall be declared “families in unsatisfactory standing” and thus not qualify for the appropriate type of assistance.

- C. Resident families who are ineligible for continued occupancy shall be notified in writing of their ineligibility and the reasons therefore and be advised of their right to request an informal hearing. Such a request must be made by the resident family in writing within five (5) days after being notified by Housing Authority of their ineligibility. Ineligible families shall be allowed up to three (3) months to move from the property.
- D. Rents will be reviewed at the time of the annual re-examination and, if appropriate, be changed to conform to the approved Rent Schedule.
- E. Once rent is established, such rental rate shall remain in effect until the next annual re-examination, special re-examination or an interim adjustment for an unanticipated change in income or family composition.
- F. Resulting rent increases will take effect with a thirty-day notice (the scheduled effective date for the family) to the family, unless the family has caused a delay in completing the re-examination. In such cases, the resulting rent increase will take effect retroactively from the scheduled effective date.
- G. If, upon re-examination, it is found that the size or composition of the resident family has changed such that the unit contains a number of rooms less or greater than needed to provide decent, safe and sanitary housing as described in the occupancy standards listed earlier, Housing Authority shall give notice of 30 days to the family requiring that the resident family move to another available unit.
- H. If it is determined that a resident has misrepresented information to Housing Authority and as a result the rent paid is less than what should have been charged, then the resulting rent increase shall take effect retroactively to the month following the date the action occurred causing the rent change. If Housing Authority determines that the resident has gained admission or remained in occupancy in the Housing Authority through willful misrepresentation of information, then Housing Authority shall notify the resident in writing with a 10-Day Letter of Notification. The letter shall inform the resident of the reasons for said violation and require the resident’s presence at an informal conference with management. Failure by



the resident to appear at the scheduled conference shall authorize Housing Authority to terminate the lease and commence eviction proceedings.

- I. During the re-examination, residents shall execute any additional releases necessary to allow the Housing Authority to obtain all the information required to determine rent and continued eligibility. Failure to provide said releases shall result in termination of the lease.
- J. Hardship exception for those families already paying a minimum monthly rent.

Families can request a hardship exception for one of the following reasons:

- Family has lost eligibility for, or is awaiting an eligibility determination for a Federal, State or local assistance program,
- Family would be evicted as a result of minimum rent,
- Family's income has decreased to changed circumstances.

#### **INTERIM ADJUSTMENTS**

- A. The rent and income of a resident family shall be reviewed and rent adjustments made as appropriate upon receipt of written notification by a resident of one or more of the following changes in family circumstances:
  - 1. Loss or addition of a person to the household who should become a member of the household under Authority policy (no additional members may be added w/o the prior approval of the Authority)
  - 2. Receipt or discontinuance of public assistance
  - 3. Receipt or discontinuance by wage earners of unemployment or other compensation
  - 4. Physical loss or addition to the family of a wage earner
  - 5. Increase or decrease in wages at employment of record.
  - 6. Changes in employment.
  - 7. Any changes in income or assets must be reported.

Residents shall report any of the above changes in writing to Housing Authority within ten (10) calendar days of the change.

- B. Verification of Information. At the time a change in any of the above circumstances is reported, the resident shall provide the Authority with any additional releases permitting it to obtain information necessary to determine rent adjustment. Failure to do so shall result in termination of the lease.
- C. Increases in rent will be made effective on the first day of the second month following the date the action occurred causing the change in circumstances.

1. If the family does not report the change, in writing, within ten (10) calendar days of the change, the family will have delayed the interim adjustment and thus, lose the right to any thirty (30) day notice prior to a rent increase. A delay reporting a change resulting in a rent decrease shall cause the lower rent to take effect the month following the completion of the interim adjustment.
- D. Decreases in rent will be made effective the first day of the month following the date in which the action is reported. However, decreases will not be made until after the Authority has verified the reported changes. Pending such verification, the resident shall pay the previously established rent.
- E. If, during the term of tenancy or during the initial application process, the resident or any member of the household intentionally misrepresents or fails to report to Housing Authority in writing all facts upon which the rent should be based, this shall constitute fraud and be considered a violation of the Lease Agreement and is grounds for eviction.
- F. Families with 'no income' will have a status review every three months.

**Fair Housing and Equal Opportunity Requirements and Statement of Nondiscrimination:**

It is the policy of the Housing Authority to comply fully with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974), Executive Order 11063, Section 504 of the 1973 Rehabilitation Act of 1973, the Age discrimination Act of 1975, and any legislation protecting the individual rights of the residents, applicants or staff which may subsequently be enacted.

The Housing Authority shall not discriminate because of race, color, sex, religion, age, sexual orientation, gender identity, marital status, handicap, disability or national origin in the leasing, rental or other disposition of housing or related facilities under its jurisdiction thereof, in the following areas:

- 1) Deny to any family the opportunity to apply for housing, nor deny to any eligible applicant the opportunity to lease housing suitable to its needs;
- 2) Provide housing, which is different than that provided others;
- 3) Subject a person to segregation or disparate treatment;
- 4) Restrict a person's access to any benefit enjoyed by others in connection with the housing program;
- 5) Treat a person differently in determining eligibility or other requirements for admission;
- 6) Deny a person access to the same level of services: or,
- 7) Deny a person the opportunity to participate in a planning or advisory group, which is an integral part of the housing program.

The Housing Authority shall not automatically deny admission to a particular group of otherwise eligible applicants. Each applicant shall be treated on an individual basis in the normal processing routine.

The Housing Authority will seek to identify and eliminate situations or procedures, which create a barrier to equal housing opportunity for all. In accordance with Section 504, the Housing Authority will make reasonable



accommodations for individuals with handicaps or disabilities (applicants and residents). Such accommodations may include changes in the administration of policies, procedures, or services. In addition, the Housing Authority may perform structural modifications to housing and non-housing facilities where such modifications would be necessary to afford full access to the housing program for the qualified individuals with handicaps.

In reaching a reasonable accommodation with, or performing structural modifications for, otherwise qualified individuals with handicaps, the Housing Authority is not required to:

- 1) make alterations that require the removal or alteration of a load-bearing structural member;
- 2) provide an elevator for achieving accessibility;
- 3) provide support services that are not already part of its housing programs;
- 4) take any action that would result in a fundamental alteration of the nature of the program or service;
- 5) take any action that would result in an undue financial and administrative burden for the property.

## II. Privacy Policy

It is the policy of the Housing Authority to guard the privacy of individuals conferred by the Federal Privacy Act of 1974 and to ensure the protection of such individuals' records maintained by the property.

Therefore, the Housing Authority shall not disclose any personal information contained in its records to any person or agency unless the individual about whom such information is requested shall give written consent to such disclosure (as permitted in the Authorization for Release of Information Form).

This privacy policy in no way limits the Housing Authority ability to collect needed information to determine eligibility or compute rent.

Consistent with the intent of Section 504 of the Rehabilitation Act of 1973, any information obtained on the handicap or disability of an individual will be treated in a confidential manner.

## SECTION 504 AND FAIR HOUSING ACT COMPLIANCE

1. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance from HUD, USDA Rural Development, Federal Low-Income Housing Tax Credit and/or the HOME Program. The Fair Housing Act prohibits discrimination in housing and housing related transactions based on race, color, religion, sex, national origin, disability and familial status. It applies to housing, regardless of the presence of federal financial assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or natural origin in any program or activity receiving federal financial assistance from HUD, USDA Rural Development, Federal Low-Income Housing Tax Credit and/or the HOME Program.

2. All marketing, tenant selection, program delivery and residential Housing Authority policies and procedures shall be conducted in accordance with these laws.

3. Necessary modifications shall be made to policies and practices, so they do not discriminate against persons with disabilities.

4. Appropriate steps to ensure effective communication with applicants, tenants and the public shall take place. Persons with disabilities shall base the determination as to what alterations and auxiliary aids are necessary upon requests.

5. Requests from applicants and tenants with disabilities for reasonable accommodation shall be processed. Currently, services and programs are available in accessible buildings, and the minimum number of accessible units is available.

6. A Section 504 Coordinated has been designated by the Owner.

7. Complaints should be directed to the HUD Regional Office of Fair Housing and Equal Opportunity (FHEO). The Owner will provide the complainant with FHEO's pamphlet, Fair Housing-It's Your Right (HUD-1686- FHEO, March 2001).

### **HOUSING QUALITY STANDARDS AND INSPECTIONS**

#### **A. GENERAL PURPOSE**

The PHA is required by HUD regulations to inspect the unit to ensure that it is "decent, safe and sanitary" according to Housing Quality Standards.

There are four types of inspections the Authority will perform:

1. Initial
2. Annual
3. Complaint
4. Move Out
5. Housekeeping

The Housing Quality Standards take precedence over local housing codes and other pertinent codes.

Many times inspectors are required make repeated visits before the unit passes inspection. Some reasons for this are:

The Family or Owner is not home.

A key was not left with neighbors.

There is no adult in the unit.

Repairs are not completed.

#### **B. ACCEPTABILITY CRITERIA AND EXCEPTIONS TO HQS**

The Authority adheres to the acceptability criteria in the program regulations and HUD Inspection Booklet with the following exceptions:

1. Screens shall be required on all exterior windows and doors

2. All units are required to have sufficient weather-stripping and insulation to ensure the unit is free from drafts.
3. The Authority may fail unsanitary conditions were exposed food, garbage, and excrement exist to a degree where health may be endangered.
4. All windows must have shades or blinds or equivalent, provided by the owner.
6. Any amenities, which are a part of the original Rental Contract Agreement MUST, continue to be operational throughout the tenancy.
7. All Pull Cords must be hanging to the floor.

#### **PROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)**

Executive Order (E.O.) 13166 requires Federal agencies and grantees to take affirmative steps to communicate with persons who need services or information in a language other than English. The Owner/Manager will take reasonable steps to ensure meaningful access to the information and services we provide for persons with LEP. This may include interpreter services and/or written materials translated into other languages.

HUD specific LEP Guidance, "Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" was published in the Federal Register on January 22, 2007."

#### **ENTERPRISE INCOME VERIFICATION (EIV)**

HUD provides the Owner/Agent with information about an applicant's current status as a HUD housing assistance recipient. The Owner/Agent will use the "Existing Tenant Report" in Enterprise Income Verification System (EIV) to determine if the applicant or any member of the applicant household is currently receiving HUD assistance. Nothing prohibits a HUD housing assistance recipient from applying to this property. However, the applicant must move out of the current Housing Authority and/or forfeit any other subsidy before HUD assistance on this Housing Authority will begin. If the applicant or any member of the applicant household fails to fully and accurately disclose rental history, the application may be denied based on the applicant's "misrepresentation" of information.

#### **VAWA**

An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as a serious or repeated violation of the lease by the victim or threatened victim of that violence, and shall not be good cause for terminating the assistance, tenancy, or occupancy rights of the victim of such violence.

The EGHA may terminate the assistance to remove a lawful occupant or tenant who engages in criminal acts or threatened acts of violence or stalking to family members or others without terminating the assistance or evicting victimized lawful occupants.

The EGHA may honor court orders regarding the rights of access or control of the property, including Emergency Protective Order's, Domestic Violence Order's, and other orders issued to protect the victim and used to address the distribution or possession of property among household members where the family "breaks up."

There is no limitation on the ability of the EGHA to terminate assistance for other good cause unrelated to the incident or incidents of domestic violence, dating violence or stalking, other than the victim may not be subject to a "more demanding standard" than non-victims.

There is no prohibition on the EGHA terminating assistance if it “can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if that tenant’s (victim’s) assistance is not terminated.”

These provisions do not supersede any protections provided by law, which give greater protection to the victim.

The EGHA may require certification by the victim of victim status on such forms as the EGHA and/or HUD shall prescribe or approve.

All information is kept confidential in accordance with VAWA.

### **Measure of Priority**

1. When a resident request an emergency transfer due to a VAWA act, their request will be put above any other requests for transfers at that property including:
  - a. Section 504, over housed and under housed requests.
  - b. Reasonable Accommodation purposes, i.e. a first floor or fully accessible unit.
  - c. Change in Household Size that requires a change in bedroom size.

EGHA. cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. EGHA. will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. EGHA may be unable to transfer a tenant to a unit if the tenant has not or cannot establish eligibility for that unit.

If EGHA. has no safe and available units for which a tenant who needs an emergency transfer is eligible, EGHA will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. At the tenant’s request, the PHA will also assist tenants in contacting the local organizations aiding victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

Statutory definitions of terms follow.

### **Definitions**

The same definitions of “domestic violence,” “dating violence,” and “stalking,” and of “immediate family member” are provided in Sections 606 and 607. While definitions of domestic and dating violence refer to standard definitions in the Violence Against Women Act, the definition of stalking provided in Title VI is specific to the housing provisions.

These are:

1. Domestic Violence – [as defined in Section 40002 of VAWA 1994] which states as follows:

SEC 40002(a)(6) – “DOMESTIC VIOLENCE - The term ‘domestic violence’ includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

2. Dating Violence – [as defined in Section 40002 of VAWA 1994] which states as follows:

SEC 40002(a)(8) – “DATING VIOLENCE- The term ‘dating violence’ means violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship.

(ii) The type of relationship.

(iii) The frequency of interaction between the persons involved in the relationship.”

3. Stalking – “means -

(A) (i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and

(B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to –

(i) that person.

(ii) a member of the immediate family of that person; or

(iii) the spouse or intimate partner of that person; ...”

4. Immediate Family Member - “means, with respect to a person –

(A) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or

(B) any other person living in the household of that person and related to that person by blood or marriage.”



VAWA protections (applicable to the Section 8 program only). The plan, as well as House Rules where applicable, must include policies and procedures covering the VAWA protections. Owner policies must support or assist victims of domestic violence, dating violence or stalking and protect victims, as well as members of their family, from being denied housing or from losing their HUD assisted housing as a consequence of domestic violence, dating violence or stalking. (a) Owners must provide notice to Section 8 tenants of their rights and obligations under VAWA. (b) Certification of Domestic Violence, Dating Violence or Stalking.

Management follows the VAWA Policy along with rejection letter.

**Confidentiality of Information.** The identity of the victim and all information provided to owners relating to the incident(s) of domestic violence, dating violence or stalking must be retained in confidence by the owner and must not be entered into any shared database or provided to a related entity, except to the extent that the disclosure is: (1) Requested or consented to by the individual in writing; (2) Required for use in an eviction proceeding; or (3) Otherwise required by applicable law. The HUD-approved certification form provides notice to the tenant of the confidentiality of the form and the limits thereof. (d) **Retention of information.** Owners must retain all documentation relating to an individual's domestic violence, dating violence, or stalking in a separate file that is kept in a separate secure location from other tenant files. (e) **VAWA Lease Addendum.** Owners must have tenants sign the VAWA lease addendum, form HUD-91067 (see Chapter 8 for requirements on issuance of modifications to the model lease). **Emergency transfer plan**

Preferences may be established by federal law, HUD regulations, State or local law, or written owner policy. [24 CFR 5.601; 5.655; 236.715; 880.603; 880.612a; 881.601; 883.701; 884.214; 884.223a; 886.132; 886.337; 886.329a; 891.230; 891.750]

#### **Unit Transfer Policies:**

Residents who wish to transfer to a different unit must complete an application once the waitlist is open. Their name will be added to the waitlist for the type of apartment they are seeking. In order to transfer, residents must have completed a one-year lease in their current apartment prior to requesting a transfer within the building. Resident's current apartment must be clean, free of trash, garbage, waste and alterations. If a resident is seeking to transfer to a larger or smaller unit or for reasons other than reasonable accommodation, they will be placed on the waitlist and will receive priority for the next available unit following any transfer requests due to reasonable accommodation.

#### **Transfer for Reasonable Accommodation:**

Residents who seek a transfer as reasonable accommodation for a disability will be transferred at the owners' expense provided that it is not an undue financial or administrative burden and provided that the transfer is an accommodation to a verified disability or medical reason. The resident must provide written documentation from a licensed physician, psychologist, clinical social worker or other licensed health care professional stating that such an accommodation is necessary for the resident's verified disability or medical reason. Transfer for reasonable accommodation *does not* include factors of view, noise, or apartment location when these factors are not related to the disability. Those seeking transfer for reasonable accommodation will take precedence on the waitlist. All other requests will occur in chronological order by the date the request was received.

#### **Transfer Procedures for Existing Tenants**

Residents who wish to transfer must complete a written request unless it is an emergency transfer in accordance with VAWA or is unable to do so as a result of a disability. Upon request management will assist any resident in completing a request.



**EAST GREENWICH HOUSING AUTHORITY  
RESOLUTION OF THE BOARD**

January 9, 2023

Regular Meeting

**Resolution #: 2023-1**

Resolved: The Board of Commissioners approves amending the existing HUD 5year Capital Fund Plan to program the federal fiscal year 2023 estimated award of \$89,870 into agency operations and exterior painting.

Motion:

Second:

In favor:

Opposed:

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Tracy Johnson, Secretary to the Bord

Date





PA	Montgomery County Housing Authority	\$100,660	1
PA	Altoona Housing Authority	\$72,000	1
PA	The Housing Authority of the County of Butler	\$79,169	1
PA	Housing Authority of the City of Pittsburgh	\$377,268	8
PA	Housing Authority of the City of Lancaster	\$95,718	1
PA	Housing Authority of Northumberland County	\$42,498	1
PA	Housing Authority of the County of Cumberland	\$50,000	1
PA	Allegheny County Housing Authority	\$237,522	3
PA	Clinton County Housing Authority	\$60,500	1
PA	Housing Authority of Chester County	\$98,365	1
PA	Housing Authority of the City of Easton	\$119,319	1
PA	Housing Authority of the County of Clarion (INC)	\$200,908	2
PA	Housing Authority of Centre County	\$95,718	1
PA	Housing Authority of Indiana County	\$53,500	1
PA	Westmoreland County Housing Authority	\$318,472	4
PA	Housing Authority of County of Lycoming	\$64,541	1
PA	Adams County Housing Authority	\$100,454	1
PA	Housing Authority of the County of Dauphin	\$91,672	1
PA	Housing Authority of the County of Armstrong	\$48,153	1
PA	Harrisburg Housing Authority	\$50,419	0.5
PA	The Housing Authority of the County of Franklin	\$26,500	1
<b>Pennsylvania</b>		<b>\$3,019,100</b>	<b>41.5</b>
RI	Rhode Island Housing and Mortgage Finance Corporation	\$282,697	3
RI	Housing Authority of the City of Providence, Rhode Island	\$219,159	3
RI	Town of North Providence Housing Authority	\$73,796	1
RI	East Greenwich Housing Authority	\$72,020	1
RI	Town of Cumberland Housing Authority	\$87,480	1
RI	Warwick Housing Authority	\$43,296	1
RI	The Central Falls Housing Authority	\$85,753	1
RI	Housing Authority of the City of Pawtucket	\$175,000	2
RI	Town of Narragansett Rhode Island Housing Authority	\$100,000	1
RI	East Providence Housing Authority	\$75,000	1
RI	Town of Coventry Housing Authority	\$105,414	1
<b>Rhode Island</b>		<b>\$1,319,615</b>	<b>16</b>
RQ	Municipality of Bayamon	\$46,270	1
RQ	Municipality of San Juan	\$23,125	1
RQ	Municipality of San German	\$62,497	1
RQ	Municipality of Juana Diaz	\$27,148	1
RQ	Municipality of Ponce	\$15,000	1
<b>Puerto Rico</b>		<b>\$174,040</b>	<b>5</b>
SC	Housing Authority of the City of Columbia, SC	\$109,352	2
SC	Housing Authority of the City of Greenville	\$211,176	2
SC	Beaufort Housing Authority	\$77,480	1
SC	Spartanburg Housing Authority dba Spartanburg Housing	\$140,000	2
SC	North Charleston Housing Authority	\$102,564	1
SC	Charleston County Housing and Redevelopment Authority	\$74,438	1
SC	The Housing Authority City of Charleston	\$73,260	1

To everyone involved

Thank you for the new shower  
it has made such a difference  
so much safer and easier  
for us.

David A. Pool